

SECTION 1. ACCESS TO THE SYSTEM

1.1 First-Time Use of the System. All first-time users need to contact this system's administrator to establish appropriate security access to the system (i.e., obtaining Source Code and assignment of password). User training may also be requested and arranged.

1.2 Initiating a Session.

a. System Sign-on. The following steps are necessary for accessing the Online Reporting System:

- At the BUPERS logon panel (figure 3-1), at the command <ENTER LOGON>, type in CICS and press the enter key.

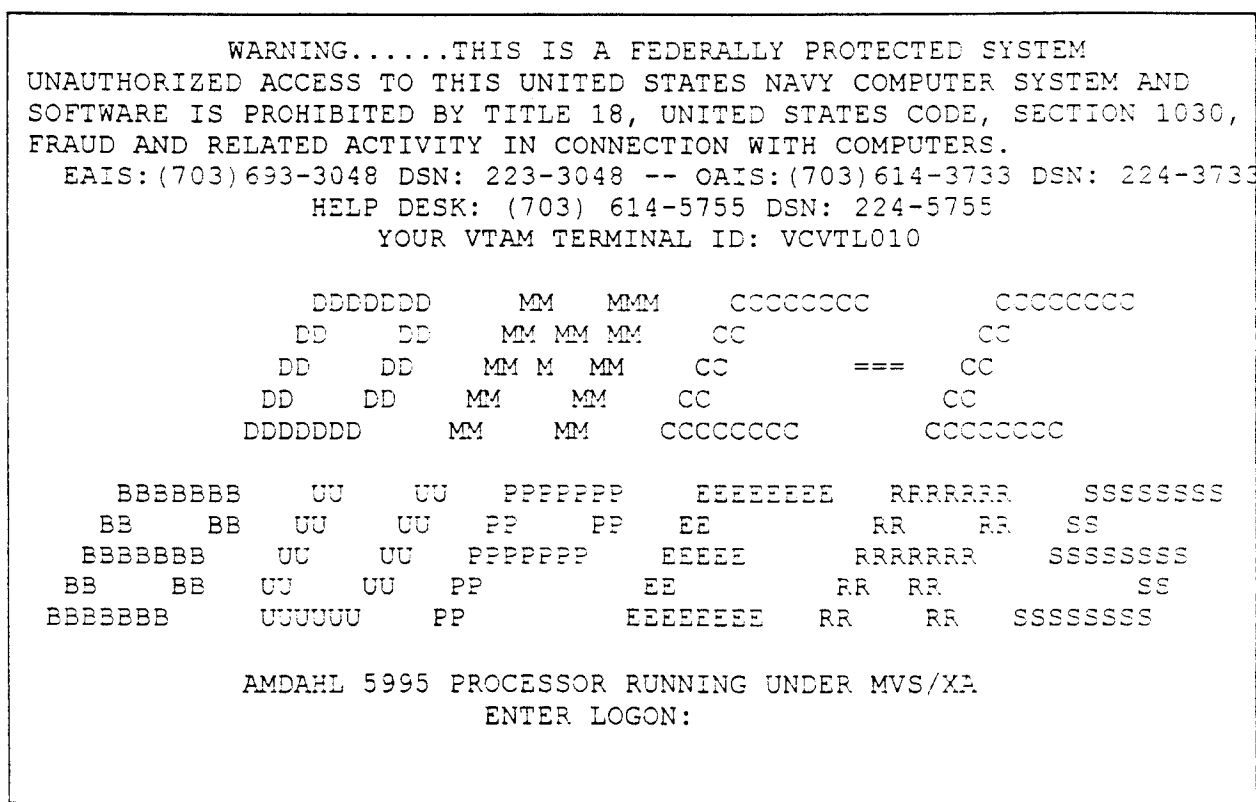


Figure 1-1. DMCC BUPERS Banner Screen

- The CICS logon panel (figure 3-2) will be displayed. Log-on to CICS by typing your LOGON ID and PASSWORD.

```
SYSTEM: CS10      WELCOME TO CICS/VS
                  CICS SYSTEM SECURED BY CA-ACF2/CICS
    TERMINAL: Z000
      NODE: VCVTL010

      DAY: TUESDAY

SYSTEM DATE: JUNE 17, 1997
SYSTEM TIME: 04:30 PM

    LOGONID: ===>
    PASSWORD: ===>

NEW PASSWORD: ===>
(enter twice) ===>
```

CICS/VS - ACF2 (SYSTEM SIGNON/SIGNOFF FACILITY)

Figure 1-2. Welcome to CICS/VS Screen

- The Command Screen (figure 3-3) will display.

```
ACFO1134 OOF7777 LAST SYSTEM ACCESS 09.11-03/15/94 FROM T2106C02
ACFAE139 ACF2/CICS: AAXD SIGNON OK: USER=00F77 NAME=DEAN, JAMES
```

Figure 1-3. Command Screen

- For unauthorized absence or court memorandum, enter Trans-ID (TRANSID) "UNES" and press <ENTER>. The Navy Enlisted System (NES) Banner Screen (figure 3-4) will appear.

WELCOME TO				06/18/97 10:54:58
NNN	NN	EEEEEEEEEE	SSSSSSSSSS	
NNNN	NN	EEEEEEEEEE	SSSSSSSSSS	
NN NN	NN	EE	SS	
NN NN NN	NN	EEEEEEEEEE	SSSSSSSSSS	
NN NN NN	NN	EEE	SS	
NN	NNN	EEEEEEEEEE	SSSSSSSSSS	
NN	NN	EEEEEEEEEE	SSSSSSSSSS	
NAVY ENLISTED SYSTEM				
SYSTEM MESSAGE:				

** WELCOME TO NES. - PROCESSING ENDS AT 6:30 P.M. (1830) DAILY **				

SOURCE CODE: PASSWORD: SECONDARY SOURCE CODE (IF DESIRED):				
KEY IN SOURCE CODE AND PASSWORD. DEPRESS ENTER.				
TO EXIT, TAB UPPER LEFT CORNER, ENTER X, DEPRESS ENTER				

Figure 1-4. NES Banner Screen

- Enter the source code, password, and secondary source code and press <ENTER>.

Note: The source code is your user identification.

The NES Main Menu (figure 3-5) will appear.

06/18/97
10:54:52

N E S M A I N M E N U (M01)

A - UNAUTHORIZED ABSENCE (SUA)

B - ERROR CORRECTION ACTIONS (H01)

H - HELP FACILITY (STR)

S - SYSTEM TROUBLE REPORT (M02)

(CONFIGURATION MANAGEMENT)

U - UPDATE TRANSACTION

X - EXIT

SELECTION:

KEY IN SELECTION. PRESS ENTER.

OPTION SHOULD BE A, B, E, H, S, U, OR X.

Figure 1-5. NES Main Menu

PROGRAM: EFUM01P

ACCESS: By entering the 'U' selection and pressing the enter key from the Main Menu (M01) to get into M02 screen for Unauthorized Absence (UA) and Court Memorandum (CM) selection.

DESCRIPTION: This main menu screen will transfer control to other submenus in the Online NES System when an appropriate selection is made.

If SELECTION = "A",

If SELECTION = "B", the Banner Screen will be displayed.

If SELECTION = "E", the Error Correction Actions will be displayed.

If SELECTION = "H", the Help Facility will be displayed.

If SELECTION = "S", the System Trouble Report (Configuration Management) will be displayed.

If SELECTION = "U", the Update Transaction submenu will be displayed to get into M02 screen then select option '3' for UA and CM.

If SELECTION = "X", the Online NES System will be ended.

Otherwise, press <HOME> to place the cursor at the top left corner of the screen. Type the transportation code that corresponds to the necessary screen.

Note: To return to the NES Main Menu, type M01 in the Transportation Code field of the current screen.

SCREEN UNIQUE FIELDS:

FIELD NAME	LENGTH	VALID VALUES	DESCRIPTION
Selection	1	A, B, E, H, S, U, or E	Selection will determine which option is displayed.

ERROR MESSAGES:

ERROR MESSAGE	USER ACTION
Invalid selection, enter selection and press <ENTER>	Enter a valid selection value (1,2, or 3) or, if selection 2, enter a valid designator.
Enter valid selection and press <ENTER>	Enter selection. Spaces are not valid.

1.2.1 Access Unauthorized Absence (UA) Screen. All the first time users must contact Bureau of Naval Personnel (BUPERS), the Corporate Systems Division, to establish the appropriate security access to the Unauthorized Absence or Court Memorandum screens. User training can also be requested and arranged by contacting the Corporate Systems Division.

1.2.1.1 Screen Navigation. To navigate within a screen:

- Use <TAB> to move from field to field.
- Use <HOME> to place the cursor at the top left corner of the screen.
- Use the arrow keys to move from line to line.

1.2.1.2 On-Line Help. When an error is made, valid field values are displayed on the screen for that particular field.

1.2.1.3 Logging-On to UA. To log-on to UA, follow these steps from the DMCC BUPERS Banner Screen (figure 1-1) to the NES Main Menu Screen (figure 1-5).

1.2.1.4 General. This supplement to the NES End User Manual provides the information necessary for using the Unauthorized Absence (050) and Court Memorandum (340) transaction of NES.

1.2.1.5 Description. UA is a program designed to report to Navy Finance Center (NFC) Cleveland members who are in civilian custody, unauthorized absentees, or deserters.

1.2.1.6 Step-By-Step Procedures.

To access the 050 screen, follow the directions given in paragraph 1.2.1.3, Logging-On to NES. Then follow the steps below:

- Press <HOME> to place the cursor at the top left corner of the Navy Enlisted System (NES) Main Menu.
- Type '050' transportation code for the UA screen.

PROD. NES RECORD OF UNAUTHORIZED ABSENCE (050)

06/16/97
09:35:38

SSN:	NAME:	SUBMIT DT:
SOURCE CD:	PRES-RATE: SC-IND	BR/CL: LOSS-DT:
1. SUBMIT DATE:	2. SHIP/STATION/LOC:	5. OVER-LIBERTY:
3. HOUR UA BEGAN:	4. DATE UA BEGAN:	8. OVER-LEAVE: 9. AWOL:
6. HOUR LIB BEGAN:	7. DATE LIB BEGAN:	12. DEL TO CA: 13. APP
10. HOUR HLD BY CA:	11. DATE HELD CA:	
14. DD 616 ISSUED:	15. CA LOC HELD AT:	
16. UA FOR 10 DAYS:	17. PERSONAL EFFECTS IN SAFEKEEPING	
18. UTC UA FROM:	19. ACTIVITY UA FROM:	
20. HR RET MLT:	21. DATE RET MLT:	22. APP: 23. SURR:
24. DD 616 ISSUED:	25. RET TO MLT ACT:	
26. MLT JUR UTC:	27. RET ONBD:	28. TRANS TO:
29. UTC TRNS TO:	30. DETERMINED NOT UA:	31. DATE UA ERROR
32. UA EXCUSED:	33. CHARGED LEAVE DAY FOR DAY	
34. DT SKMC FROM:	35. DT TO SKMC	36. ALCDRUGS 37. OTH:
38. UA NOT EXCUSED:	39. LT 30 DAY MO:	40. LT DAY FOR DAY:
41. CHG EAOS:	42. CHG EXPREN:	43. ADJUST PREV 1070.606
44. DT PREV REPT:	45. CORR INFO ENTERED:	46. ERR DAY FOR DAY
47. ERR 30 DAY/MON:	48. ERR DAY/DAY:	49. REMARKS
50. SIGNED:		51. UTC

PLEASE ENTER SSN NAME OF ENLISTED AND DEPRESS ENTER.

TAC 050, Record of Unauthorized Absence (050)

a. Function. To create a 050 NES transaction to process UA.

b. Operational Procedures.

(1) To access the 050 screen by the menu:

From the NES Main Menu (M01) select option 'U' to transfer to the NES TAC Modules Menu (M02). From the NES TAC Modules Menu select option '6' to transfer to the NES Promotion, Security and Court Data (M08) screen. Then choose option '06' to transfer to the 050 screen.

(2) To access the 050 screen by the Tran code:

Enter '050' in the upper left-hand corner of any screen.

(3) Screen unique fields:

FIELD NAME	LENGTH	VALID VALUES	DESCRIPTION
1. Date of Submission	6	alphanumeric	In six alphanumeric characters (YYMMDD) type the date the form was prepared for final signature and submission to BUPERS. Example: 970618.
2. Ship or station	30	alphanumeric	When the UIC in Block 51 is entered the name and location of the activity are displayed.
3. Unauthorized absence from: (hour)	4	alphanumeric	In four digits (0001-2400) type the hour the unauthorized absence began. In the case of absence over liberty excused as unavoidable enter: for regular liberty the hour liberty expired, for special liberty the hour liberty commenced. If the member is on leave and leave expires at 2400, or if a member is due to report to an activity not later than 2400, enter 0001 of the following day as time UA commenced.
4. Unauthorized absence from: (date)	6	alphanumeric	In seven alphanumeric characters (YYMMDD) type the date the unauthorized absence began. Example: 750924. In the case of absence over liberty the date liberty expired, for special liberty the date liberty commenced.
5. Over liberty	1	alphanumeric	If the member was on authorized liberty when the UA began, type an X here; otherwise, leave blank. If this block is used, Blocks 6 and 7 must be used reflecting an hour and date equal to or earlier than Blocks 3 and 4.
6. Liberty began (hour)	4	alphanumeric	If there is an X in Block 5, type in Block 6 the hour (0001-2400) the liberty began. In the case of absence over liberty excused as unavoidable enter: If there is an X in Block 5, type in Block 7 the date the period of liberty began. Enter the date in the following format: 75DEC15. In the case of absence over liberty excused as unavoidable enter: for regular liberty the date liberty commenced, for special liberty the date will be the same as stated in Block 4.
7. Liberty began (date)	4	alphanumeric	If there is an X in Block 5, type in Block 6 the date the period of liberty began. Enter the date in the following format: 751215. In the case of absence over liberty excused as unavoidable enter: for regular liberty the date liberty commenced, for special liberty the date will be the same as stated in Block 4.
8. Over leave	1	alphanumeric	If the member was on authorized leave when the UA began, type an X here. An X in Block 8 also indicates the member failed to report, if member had orders authorizing DELREP to count as leave. Otherwise, leave blank.
9. AWOL	1	alphanumeric	If the member was absent without leave or liberty, type an X here. An X in Block 9 may also indicate the member failed to report, if member had orders which did not authorize DELREP to count as leave. Otherwise, leave blank.

10. Held and charged by civil authorities (hour)	4	alphanumeric	In four digits (0001-2400), type the hour IHCA began. Example: 0400. Use Blocks 10 and 11 only if member is held by civil authorities for a civil offense and has not been returned to military control. Do not complete if the member was initially held on civil charges which were dropped when the member was returned to military control.
11. Held and charged by civil authorities (date)	6	alphanumeric	If an X is typed in Block 9 or 10, in Block 11 type the date appearing in Block 1 of the initial NAVPERS 1070/607 being modified or corrected.
12. Delivered to civil authorities	1	alphanumeric	If the member was delivered or surrendered to civil authorities, type an X in Block 12 and leave Block 13 blank. Include a brief explanation in Block 49. Use Block 12 only if member is going to be charged for a civil offense.
13. Apprehended by civil authorities	1	alphanumeric	If a member was apprehended by civil authorities, type an X in Block 13 and leave Block 12 blank. Use Block 13 only if apprehended for a civil offense.
14. DD 616 issued	1	alphanumeric	Leave blank. The DD 616 will be issued by the Deserter Information Point upon receipt of a return message.
15. At (organization and location)	50	alphanumeric	Enter the name of the jail, hospital, or other organization, and the city or town and state where the member is held and charged.
16. Unauthorized absence for 10 Days (DD 553 issued)	1	alphanumeric	When a DD 553 has been issued, type an X in this block.
17. Personal Effects collected, inventoried, and in safe-keeping.	1	alphanumeric	When the absentee's personal effects have been collected, inventoried, and placed in safekeeping, type an X in this block. Enter the location of personal effects in Block 49.
18. UIC member UA from	5	alphanumeric	Protected field. Data provided from the Enlisted Master Record (EMR).
19. Activity member UA from	25	alphanumeric	This is activity for UIC in Block 18.
20. Returned to military jurisdiction, hour.	4	alphanumeric	In four digits (0001-2400, type the hour the member returned to military control. Type 0800 for members discharged in absentia. This may be any non-Navy military activity but not a civilian activity.
21. Returned to military jurisdiction, date.	5	alphanumeric	In seven alphanumeric characters (YYMMDD) type the date member returned to military control. Type the date of discharge for members discharged in absentia. This may be any non-Navy military activity but not a civilian activity.
22. Delivered, Apprehended	1	alphanumeric	If the member surrendered to military jurisdiction or apprehended by military authorities, type an X in this block. If member surrendered to military jurisdiction or is discharged in absentia, leave this block blank.

23. Surrendered	1	alphanumeric	If the member surrendered to military jurisdiction, type an X in this block. If the member was delivered, apprehended, or discharged in absentia, leave blank. (Refer to Illustration 9-4-39 when member is discharged in absentia.
24. DD16 Issued	1	alphanumeric	Leave blank. FF16 will be issued by the Deserter Information Point upon receipt of the deserter return message.
25. Returned to military jurisdiction at (activity)	25	alphanumeric	Type the name of the military activity to which member returned to military control. If the member is being discharged in absentia, type the name of the activity discharging the member. This may be a non-Navy activity but not a civilian activity. If the member was apprehended by civil authorities and returned to military control by notification of the Navy Deserter Information Point, enter Deserter Information Point in this block and Block 49. If civil charges are pending, complete Section C.
26. UTC	5	alphanumeric	Enter the five-digit UTC of the activity shown in Block 25. UTC's are in NACOMPT Manual, Volume 2, Chapter 5. If the activity in Block 25 is a non-Navy activity with no UTC assigned, leave blank. Use UTC 41104 for the Navy Deserter Information Point.
27. Retained on board	1	alphanumeric	If a member is retained on board the activity, shown in Block 25 for determination or to be discharged in absentia, type an X in Block 27, otherwise, leave blank and complete Block 28.
28. Transferred to (activity)	25	alphanumeric	If the member is transferred from the activity shown in Block 25, type the name of the new activity in Block 28. If this block is filled, Block 27 will be blank.
29. UTC	1	alphanumeric	If Block 28 is filled, type the five-digit UTC of that activity in Block 29. UTC's are in NAVCOMPT Manual, Volume 2, Chapter 5.
30. Determination: Not unauthorized absence	1	alphanumeric	If the commanding officer determines that the absence was reported in error, type an X here. See MILPERSMAN, par. 3840180. If an X appears in Block 30, complete block 31 and leave Blocks 32 through 40 blank. For distribution of NAVPERS 1070 606, refer to Table B9-4-21, Rule 11 (if a NAVPERS 1070/66 was not sent to BUPERS) or Rule 12 (if a NAVPERS 1070/606 was submitted to BUPERS).
31. NAVPERS 1070/606 which reported absence in error	6	alphanumeric	Type the date of the NAVPERS 1070 606 which reported the absence noted in Block 30. Use the date entered in Block 1 of the copy forwarded to the disbursing officer. Refer to Table B9-4-21, Rules 11 and 12.
32. Absence excused Unavoidable	1	alphanumeric	If absence is excused as unavoidable, type an X in this block and complete Block 33. To determine whether a period of absence can be excused as unavoidable, refer to MILPERSMAN, par. 3020330 and Table 1-1-3 of the DoDFMR, Vol. 7A. Absence excused as unavoidable cannot be charged as leave during a period the member was held by civil authorities whether the member was or was not convicted of the civil offense.

33. Charged no. days leave (day for day)	4	alphanumeric	If an X appears in Block 32, type in Block 33 the number of days to be charged against member's leave account on a day-for-day basis. NOTE: the first day of absence is charged as a day of leave while the "0900 rule" on the date of return applies.
34. SKMC from:	1	alphanumeric	If the commanding officer determines that the absence is due to sickness or misconduct, type the beginning date in this block and a date in Block 35. Also complete Blocks 36 or 37, as applicable, and Blocks 39 through 42. Leave Block 38 blank when reporting SKMC. NOTE: If the period of absence is due to SKMC, Sections B and C will also be completed. Refer to Illustration B9-4-32 for preparation of the NAVPERS 1070/606.
35. SKMC to:	6	alphanumeric	Enter the date SKMC ended in this block. The dates in Blocks 34 and 35 are inclusive dates actually charged as being lost time. Example: the member was released from the hospital and returned to duty on 93 SEP04. This date will be reported in Block 21 and is counted as a day of duty, not a day of SKMC. The date of 93SEP03 will be typed in Block 35.
36. Disease due to use of alcohol/drugs	1	alphanumeric	If SKMC was due to disease resulting from intemperate use of alcohol or drugs, type an X in Block 36 and leave Block 37 blank. An "X" in this block means the member is entitled to the allowances but not to basic pay, special, or incentive pay. See DoDFMR, Vol. 7A, Par. 10325.
37. Other	1	alphanumeric	If SKMC was not due to disease described in Subpar. (36), type an X here. Example: injury, simple drunkenness, etc. An "X" in this block means no pay was lost, but it would be considered as lost time. This entry will extend the member's EAOS to make up lost time.
38. Absence not excused	1	alphanumeric	If the commanding officer determines that the absence is not excused, type an X here. If an X appears in Block 38, leave Blocks 30 through 33 blank, and complete Blocks 39 to 42. (If the member SKMC, leave blank.)
39. Charge no. days lost time (30-day-month).	1	alphanumeric	If an entry appears in Block 34 or 38, enter the number of days lost time computed on a 30-day-month basis. See DoDFMR, Vol. 7A, Par. 10110. The entry in this block will adjust the member's PEBD and certain monthly pay items. Lost time must be computed based on the dates in Blocks 4 and 21 regardless of the member's EAOS date. See Appendix I.
40. Charge no. days lost time (day for day)	4	alphanumeric	If an entry appears in Block 34 or 38 enter the days of lost time computed on a day-for-day basis. See DoDFMR, Vol. 7A, par. 10108, and MILPERSMAN, par. 3840180. The entry in this block will adjust the member's ADSD, EAOS date, expiration of enlistment date, leave account and pay items credited on a daily basis. Lost time must be computed based on the dates in Blocks 4 and 21 regardless of the member's EAOS date. See Appendix I.
41. Change EAOS to	4	Alphanumeric	Protected Field. Data provided from EMR.
42. Change Expr Enl to	6	Alphanumeric	Protected Field. Data provided from EMR.

43. Adjust previously submitted 1010/606	1	alphanumeric	If this form is being prepared to correct a previously form, type an X in Block 43, complete Block 44 through 48 as applicable, and complete the remainder of the form as if it were the original submission.
44. Dated	6	alphanumeric	Type the date of the NAVPERS 1070/606. The date in this block will be the date which appears in Block 1 of the previously submitted form being adjusted. If this block is filled, leave Blocks 30 and 31 blank.
45. Corrected info entered above	1	alphanumeric	If Blocks 43 and 44 have been completed and the corrected information entered above, type an X here. Otherwise, leave blank.
46. Erroneously reported leave	4	alphanumeric	If Block 33 of the previous form charged the wrong number of days of leave, repeat the erroneous number in Block 46. Enter the correct number in Block 33 of this form. If a number appears here, type an X in block 45 and complete Blocks 43 and 44.
47. Erroneously reported lost time (30-day month)	4	alphanumeric	If Block 39 of the previous form charged the wrong number of days of lost time, repeat the erroneous number here. Enter the correct number in Block 39 of this form. If a number appears here, type an X in block 45 and enter corrected dates in Blocks 41 and 42. Complete Blocks 43 and 44.
48. Erroneously reported lost time (day for day)	4	alphanumeric	If Block 40 of the previous form charged the wrong number of days of lost time, repeat the erroneous number here. Enter the correct number in Block 40 of this form. If a number appears here, type an X in Block 45 and corrected dates in Blocks 41 and 42. Complete Blocks 43 and 44.
49. Amplifying remarks	1	alphanumeric	Protected field. Data provided from EMR. An 'X' denotes that a remark has been entered on the Remarks screen. To enter remarks, type 'RMK' in tran code to transfer to Remarks screen.
50. Signature of authorizing official, rank grade	38	alphanumeric	In the blank space below Block 50, type the name and rank of the person authorized to sign the form. If the commanding officer or officer in charge of a PSD is not the authorizing official, the name, rank and BY DIRECTION OF PSD OFFICER IN CHARGE will be typed below the signature. This block will be signed on the OCR original when the form is ready for submission to BUPERS and not before. Signature in this block will cover all entries on the form except those in Block 49. Each entry in Block 49 must be signed individually at the time the entry is made. Each copy separately forwarded to the disbursing officer will be signed in Block 50.
51. Unit ID code	5	alphanumeric	Enter the five-digit UTC of the activity transmitting the form to BUPERS. UTC's are listed in NAVCOMPT Manual, Volume 2, Chapter 5.
52. Rate	5	alphanumeric	Protected. Data provided from EMR.

53. Name	38	alphanumeric	Enter member's last name, first name, and middle name. Do not include spaces, hyphens, or apostrophes in last name. Type a comma after the last name. If member has only an initial instead of a first or middle name, enclose the initial in quotation marks. If there is a suffix, such as JR, SR, or III, it will follow the middle name. If member has no middle name, indicate with NMN. Examples: JONES, JOHN PAUL OMALLEY, KEVIN "T" STJOHN, MELVIN NMN
54. SSN	9	alphanumeric	Enter member's Social Security number with hyphens after the third and fifth digits.
55. Branch/class	3	alphanumeric	Protected field. Data provided from EMR

(4) Error Messages:

ERROR MESSAGES	USER ACTION
050A2INVALID UTC	Enter a valid UTC.
050XAONBOARD MUST BE BLANK	Put an 'X' in this field only if the member is retained on board the activity shown in Block 25 for determination or to be discharged in absentia. Otherwise, this block must be left blank and Block 28 completed.
050XBUA DETERMINE FIELDS MUST = BLANKS	Block 30, 32, 38 must be blank when Block 34 and Block 35 are valid dates.
050XCENTER VALID UA ERROR DATE	Enter valid date in Block 3; place an 'X' in Block 30.
050XDET NOT UA FIELD MUST BE BLANK	Block 30 must be blank when Blocks 32, 34, 35, 36, 37, and 38 are present.
050XE ENTER AN 'X' FOR DET NOT UA. UA ERROR DATE	Place an 'X' in Block 30 and valid date in Block 31.
050XFUA EXCUSED MUST BE BLANK	Block 31 must be blank when Blocks 34, 35, 36, 37, and 38 are present.
050XJ SKMC-DATE-TO MUST BE<MIL-JUR-DATE	The date entered in "SKMC-FROM" must be prior to the date entered in "SKMC-DATE-TO."
050XKDISEASE AND OTHER SKMC MUST BE BLANK	This field should be left blank unless the absence was caused by drug or alcohol abuse.
050XLENTER ONLY ONE. DISEASE OR OTHER SKMC	Place an entry only in Block 36 <u>OR</u> Block 37, but not both blocks.
050XMUA NOT EXCUSED. ENTER UA DETERMINATION	Place an 'X' in Block 30, 31, or 32.

ERROR MESSAGES	USER ACTION
050XNENTER AN 'X' IN CORRECTED INFO	An "X" in this field is required if Blocks 43 and 44 have been completed.
050XOENTER AN 'X' IN ADJUST PREV 1070/606	An "X" is required in this field if the form is being prepared to correct a previously submitted form.
050XREENTER SKMC-DATE-TO OR SKMC-DATE-FROM	This message indicates that a date has been entered for "SKMC TO" or "SKMC FROM", but one or the other date is missing. Complete as required.
050ZBINPUT DATE MUST BE <SUBMIT DATE	The date entered in the highlighted field must be prior to the date entered in Block 1, "DATE OF SUBMISSION."
050ZCENTER UA OR CIV AUTH OR SKMC DATE	Enter the appropriate date of UA, the date the member was held by civil authorities, or the date the member was SKMC.
050ZDENTER UA HOUR DATE	Enter the hour or date the member was reported as being absent without authorization.
050ZEDATE MUST BE >UA DATE	The date entered in must later than the U.A date entered in Block 4 of the form.
050ZGUA TYPE MUST BE BLANK. UADATE = BLANK	Move blanks to Blocks 05, 08, or 09.
050 ZHENTER ONLY ONE TYPE OF UA	Only one type of U.A may be specified at a time on the form.
050ZIENTER LIBERTY HOUR AND DATE	If member is over liberty, enter the hour and date liberty began.
050ZJENTER AN 'X' FOR OVER-LIBERTY	If a date and hour is entered in Blocks 6 and 7, enter an "X" in Block 5, "OVER LIBERTY."
050ZKENTER LIBERTY HOUR OR DATE	The hour <u>OR</u> the date liberty began has been entered but the hour <u>OR</u> the date is missing. Make the appropriate entry in Box 6 <u>OR</u> Box 7.
050ZMLIB HOUR/DATE MUST BE <= UA HOUR/DATE	The date/hour liberty began must be prior to the submission date entered in Box 1.
050ZNNENTER CIVIL AUTH HOUR OR DATE	The hour <u>OR</u> the date the member was held and charged by civil authorities is missing. Make the appropriate entry.
050ZOENTER CIVIL AUTH HOUR	The hour the member was held and charged by civil authorities is missing. Enter the appropriate date.
050ZPENTER CIVIL AUTH	Enter valid civil authority date.
050ZQENTER AN 'X' IN APPR OR SURR	Indicate whether the member was apprehended or surrendered.
050ZRSURRENDERED MUST BE BLANK	Do not fill in this block if the member was delivered, apprehended or discharged in absentia.

ERROR MESSAGES	USER ACTION
050ZSUA EXCUSED MUST BE BLANK	Leave this field blank unless absence is determined to be excused as per MILPERSMAN, par. 3020330 and table 1-1-3 of the DODFMR, Vol. 7A.
050ZTHOUR MUST BE > UA DATE	The hour entered must come after the UA hour entered in Block 4 of the form.
050ZUENTER CIVIL AUTH HOUR AND DATE	If member has been apprehended by civil authorities and not returned to military jurisdiction, enter the hour and the date of apprehension.
050ZVCIV AUTH HR/DT MUST BE < MIL JUR HR/DT	Civil Authority Hour or Date must be less than Military JURIS Hour or Date.
050ZWENTER VALID ONBOARD AND UPG ACTUAL UIC	Must be entered with valid date of submission, Block 1.
050ZYUIC TRANS MUST BE BLANK, ONBD='X'	Move blanks to UIC TRANS, Block 29, member returned on board.
050ZZENTER VALID ONBOARD ACTUAL UIC	Enter valid UIC in Block 27.
050Z1INVALID INPUT DATE	The date entered is not a valid date.
050Z2INVALID DATE OF OCCURRENCE	The date entered is not a valid date.
050Z3 INVALID HOUR, BE> '0000' AND <'2401'	The hour entered must fall between "0000" and "'2401." Check that the hour entered meets this criteria.
050Z4INVALID HOUR, HOUR MUST BE NUMERIC	The hour entry was not numeric. There can be no alphabetic characters in the date.
050Z5INVALID ENTRY, MUST = 'X' OR BLANK	Only an "X" may be entered in the block, or the block must be left blank.
05002INVALID SSN RANGE	Make sure SSN is entered correctly, using hyphens after the third and fifth digits.
05003INVALID NAME	Make sure name is entered correctly,. Do not include hyphens or apostrophes in the last name. Type a comma after the last name.
0501BUNMATCHED SSN	The SSN entered does not match an active SSN in the system.
0501CUNMATCHED NAME	The name entered does not correspond to an active member.
0502ASCIND NOT = XF, HX,DX, OR XX1	Member cannot be UA, SCIND invalid.
0502BDT RET MIL JUR > EMR LOSS CHG DT	Return to Military JURIS Date must be less than members Loss-Change Date.

(5) Information Messages. System messages may be found in Appendix B.

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PROD. NES REMARKS SCREEN FOR 050 TRANSACTION
06/26/97
12:21:47

SSN: NAME: SOURCE CODE: 1 DELETE (Y/N):
49. ENTER REMARKS:

ENTER REMARKS:

```

1-16



1.3.1 Access Court Memorandum (CM) Screen. All the first time users must contact Bureau of Naval Personnel (BUPERS), the Corporate Systems Division, to establish the appropriate security access to the Unauthorized Absence or Court Memorandum screens. User training can also be requested and arranged by contacting the Corporate Systems Division.

1.3.1.1 Screen Navigation. To navigate within a screen:

- Use <TAB> to move from field to field.
- Use <HOME> to place the cursor at the top left corner of the screen.
- Use the arrow keys to move from line to line.

1.3.1.2 On-Line Help. When an error is made, valid field values are displayed on the screen for that particular field.

1.3.1.3 Logging-On to UA. To log-on to CM, follow these steps from the DMCC BUPERS Banner Screen (figure 1-1) to the NES Main Menu Screen (figure 1-5).

1.2.1.4 General. This supplement to the NES End User Manual provides the information necessary for using the Unauthorized Absence (050) and Court Memorandum (340) transaction of NES.

1.2.1.5 Description. CM is a program designed to forward to Navy Finance Center (NFC) Cleveland via S TACS all court martial guilty findings approved by the Convening Authority; results from Non-Judicial Processes (NJPs) that affect pay and reductions in rate; supervisory, higher authority or administrative actions; restoration of rate after confinement by the Convening Authority; appeals from NJPs that affect imposed punishment.

1.2.1.6 Step-By-Step Procedures.

To access the 340 screen, follow the directions given in paragraph 1.3.1.3, Logging-On to NES. Then follow the steps below:

- Press <HOME> to place the cursor at the top left corner of the Navy Enlisted System (NES) Main Menu.
- Type '340' transportation code for the CM screen.

PROD NES COURT MEMORANDUM (340)

06/26/97  
12:32:18

|               |              |            |  |
|---------------|--------------|------------|--|
| SSN:          | NAME:        | SOURCE CD: |  |
| ONBD ACT UIC: | SUBMIT DATE: | SC-IND:    |  |

|                         |                             |                                   |                |
|-------------------------|-----------------------------|-----------------------------------|----------------|
| 1. SUBMIT DATE:         | 2. SHIP/STA AND LOC:        | 5. COURT DATE:                    |                |
| 3. REFERRAL DATE:       | 4. TYPE COURT:              | 8. TYPE OF ACTION:                |                |
| 6. UCMJ ART:            | 7. ACTION-DATE:             | 11. PREV SUB DATE:                |                |
| 9. MOD OF ACTION:       | 10. CORRECT PREV 607:       | 14. RATE ADJ TO:                  |                |
| 12. RATE ADJ IND:       | 13. RATE ADJ FROM:          | 17. MONTHLY AMT:                  |                |
| 15. TIR DATE:           | 16. FORFEITURE:             | 20. AMOUNT:                       |                |
| 18. FORF NO. MON:       | 19. FINE:                   | 22. DOES NOT CONSENT TO CHECKAGE: |                |
| 21. CONSENT CKECKAGE:   | 24. CHECKAGE NO. OF MONTHS: | 28. DET REF DATE:                 |                |
| 23. MON AMT:            | 26. MONTHLY AMOUNT:         | 30. ADJUDGED:                     |                |
| 25. DETENTION:          | 27. DET NO. MON:            | 31. ADJUDGED & DISAPPROVED:       |                |
| 29. DESERT MARK REMVED: | 32. PRE-TRIAL FRM:          | 34. DAY LOST:                     | 35. DAYS LOST: |
| 36. CONF COMP FRM:      | 40. EAOS:                   | 38. DAY LOST:                     | 39. DAYS LOST: |
| 44. AUTH:               | 41. EXPR:                   | 42. REMKS:                        | 43. 1070/607:  |
| 45. RESUME:             | 46. SIGNATURE:              | 48. RATE:                         | 51. BR/CL:     |
|                         | 47. UIC:                    |                                   |                |

PLEASE ENTER SSN/NAME OF ENLISTED AND DEPRESS ENTER.

TAC 340, Court Memorandum (340)

- a. Function. To forward to NFC Cleveland all court martial guilty findings approved by the Convening Authority; all NJP which affect pay and reductions in rate; supervisory, higher authority or administrative actions; restoration of rate after confinement when by the Convening Authority; appeals from NJP which affect imposed punishment.
- b. Operational Procedures.
  - (1) To access the 340 screen by the menu:  
  
 From the NES Main Menu (M01) select option 'U' to transfer to the NES TAC Modules Menu (M02). From the NES TAC Modules Menu select option '6' to transfer to the NES Promotion, Security and Court Data (M08) screen. Then choose option '09' to transfer to the 340 screen.
  - (2) To access the 340 screen by the Tran code:

Enter '340' in the upper left-hand corner of any screen.

(3) Screen unique fields:

| Field Name                      | Length | Valid Values | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------|--------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Date submitted               | 6      | alphanumeric | In seven alphanumeric characters (YRMONDA) type the date the form is prepared for signature and submission.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2. Ship or station and location | 25     | alphanumeric | Type the name of the ship or station and location to which member is attached. Commonly accepted abbreviations may be used. Examples: NTC (Glakes, IL, USS Barry (DD 933) at Norva.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3. Date of referral             | 6      | alphanumeric | In seven alphanumeric characters (YRMON-DA) enter the date charges were initially referred to trial by court-martial. Example: 93oct02. If this form is reporting NJP or appeal from NJP, leave this block blank. If this form is being used to continue the remarks section from another NAVPERS 1070/607 enter CONTINUED in this block.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4. Type of court                | 1      | alphanumeric | Enter NJP, SPECIAL, or GENERAL, as appropriate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5. Date of court mast           | 6      | alphanumeric | In seven alphanumeric characters (YRMONDA) enter the date charges were initially brought to trial by court-martial. Example: 93OCT02. If this form is reporting NJP or appeal from NJP, leave this block blank. If this form is being used to continue the remarks section from another NAVPERS 1070/607, enter CONTINUED on this block.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 6. UCMJ articles                | 12     | alphanumeric | Enter the UCMJ article or articles that the member has been charged with violating. Type a comma between article numbers. Complete this block for the initial report only. Do not complete for supervisory or other authority.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 7. Date of action               | 6      | alphanumeric | <p>Enter the date that the punishment, as reflected in Blocks 12 through 31, is ordered executed.</p> <p>(a) Before completing Prior to completing this block, refer to the JAG Manual and DODFMR to determine when a sentence of a courts-martial or when punishment from NJP can be ordered executed.</p> <p>(b) Definition. The date of action is the effective date when a member will be reduced in rate or when fines forfeitures will start to be collected, suspended, etc. NOTE: on a Modification of Correction to a previous NAVPERS 1070/607, the date of action may not necessarily be the date action was taken to modify or correct the punishment as initially reported. This is the effective date for pay purposes.</p> <p>• Different date of actions. Separate NAPPERS 1070/607's are required.</p> |

| Field Name                | Length | Valid Values | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------|--------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           |        |              | (d) Modification or Correction. To determine the date of action in case of a modification or correction, refer to Table BE-4-40, Section C, for the event to be reported and Notes 3 through 5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 8. Report of action       | 1      | alphanumeric | <p>An X typed in this block indicates an initial action, i.e., the first submission of a pay action into the automated system. This action is reflected by entries in blocks 12 through 37 as applicable. Examples of initial reports are:</p> <p>(a) punishment ordered executed and is being entered into the automated system for the first time;</p> <p>(b) suspended sentence being vacated. Punishment initially recorded on the Administrative Remarks page;</p> <p>• erroneous mark of desertion being removed;</p> <p>(d) released from confinement;</p> <p>(e) reporting of punishment which was omitted from previous NAPPERS 1070:607. Example: Member awarded a reduction in rate and a forfeiture of pay, but only the forfeiture of pay was reported in Blocks 16 through 18. Submit another initial report reflecting the reduction in rate in Blocks 12 through 15 only. Do not submit a correction or modification to report a portion of the punishment which was omitted on the previous NAPPERS 1070:607.</p> <p>NOTE: an X in block 8 indicates that the punishment reflected in Blocks 12 through 37 is being entered in the automated system for the first time. If an X is typed in block 8, blocks 9, 10, and 11 must be left blank. A NAPPERS 1070:607 can only be either an initial report, modification or correction, never an initial and modification or correction at the same time.</p> |
| 9. Modification of action | 1      | alphanumeric | <p>A modification is used only when a punishment as reported is being reduced. If part of the sentence, as previously reported in Blocks 12 through 37, is being modified, type an X in this block and complete Blocks 11 and 44. Leave Blocks 8 and 10 blank.</p> <p>(a) Description and use. Use a modification to change only that portion of the punishment as reflected in Blocks 12 through 37 that is being changed. Example: if a member was reduced in error, prepare a NAPPERS 1070:607 effecting restoration in rate. (Refer to Table BE-4-40, Rule 1, for preparation of document.) A modification indicates that the punishment as previously reported is being reduced, i.e., restoration in rate, forfeiture of pay suspended or money amount or number of months being reduced, etc. See Illustration BE-4-49.</p> <p>(b) Restrictions on use. Do not use a modification to report a reduction in rate or part of a sentence which was omitted on the previous NAPPERS 1070:607. Do not use a modification to report an increase in punishment. Example: A member was initially awarded a forfeiture of pay of \$200 per month for two</p>                                                                                                                                                                                                                                                                |

| Field Name                           | Length | Valid Values | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------|--------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      |        |              | months but only one month was reflected in Block 15 of the NAPPERS 1070/607 submitted. To change the number of months to reflect two requires a correction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 10. Correction to previous 1070/607. | 1      | alphanumeric | <p>A correction is used only when the punishment, as reported, is being increased due to an administrative error. Type an X in this block if the NAPPERS 1070/607 is being prepared to correct an error made in Blocks 16 through 33, 36, and 37. If an X is typed in this block, leave Blocks 8 and 9 blank. Complete Blocks 11 and 44. Block 44 will contain the entry "ADMINISTRATIVE."</p> <p>(a) <b>Description and use.</b> Use a correction to correct an administrative error made in Blocks 16 through 33, 36, and 37. Example: "the forfeiture of pay on the initial NAPPERS 1070/607 which is being corrected reflected \$200.00 for one month. The correct amount should have been \$200.00 for two months." Prepare a corrected NAPPERS 1070/607 to reflect \$200.00 for two months. Date of Action (Block 7) must be the same date which was entered in Block 7 of the document which originally reported the incorrect forfeiture. Ensure that Block 11 includes the date the original document was prepared. When a correction is submitted, report only that portion which is being corrected as was reflected in blocks listed above. Example: a member was reduced in rate and given a forfeiture of pay. The number of months was in error. The reported punishment also contained a rate reduction. Prepare a corrected NAPPERS 1070/607 to correct the number of months that the amount of forfeiture( if greater than that which was reported in error), or both, but omit the rate reduction which was previously reported. To correct an erroneously reported rate reduction, refer to modification of action</p> <p>(b) <b>Restrictions on Use</b></p> <p><u>1.</u> Do not report a Restoration in Rate as a Correction. Do not submit a corrected NAPPERS 1070/607 to report a restoration in rate because the reduction was reported in error. Prepare a Modification (Table Be-4-40, Rule 1, applies). Do not submit a corrected NAVPERS 1070/607 to correct an erroneous TIR (Block 15). Make ne-and-ink changes to the service record copy of the NAPPERS 1070/607 in error and prepare a DMRS event to report the advancement as prescribed in DMRSMAN.</p> <p><u>2.</u> Do not correct Blocks 1-6, 8-11, 34, 35, 38-51. Do not submit a corrected NAPPERS 1070/607 to correct data in Blocks 1 through 6, 8 through 11, 34, 35, 38 through 51. Data in these blocks do not affect the punishment/pay action event initially reported into the automated system. Retype the NAPPERS 1070/607 to reflect correct information but DO NOT FORWARD the OCR copy under a NAVCOMPT 3051 for processing. Destroy the OCR copy and file service record copy in the member's record.</p> <p><u>3.</u> Do Not Correct Date of Action. Do not submit a corrected NAPPERS 1070/607 to correct an erroneous Date of Action (Block 7.) If a previous NAVPERS 1070/607 reflected an incorrect Date of Action, the punishment as reported in Block 12</p> |

| Field Name                                                         | Length | Valid Values | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------|--------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                    |        |              | through 37 must be removed from the automated system i.e., punishment nullified. Prepare a Modification to nullify punishment executed on incorrect effective date.                                                                                                                                                                                                                                                                                           |
| 10. Correction to previous 1070/607 (Continued from previous page) |        | alphanumeric | After the punishment has been nullified, prepare a new initial Report of Action to correctly reflect punishment and the correct Date of Action when punishment should have been ordered executed. On the modified NAPPERS 1070/607, indicate in Block 45 that this NAPPERS 1060/607 is submitted because the NAPPERS 1070/607 dated 93JUL16, etc., reported incorrect Date of Action.                                                                         |
| 11. Date of Submission on 1070/607 MOD. Or Corrected.              | 6      | alphanumeric | If an X is typed in Block 9 or 10, in block 11, type the date appearing in Block 1 of the initial NAPPERS 1070/607 being modified or corrected.                                                                                                                                                                                                                                                                                                               |
| 12. Rate Adjustment.                                               | 1      | alphanumeric | If this form reports a rate adjustment, type an X in Block 12 and complete Blocks 13, 14, and 15. If the rate adjustment is suspended, do not complete Blocks 12 through 15. If the rate adjustment is suspended by convening or NJP authority, do not complete Blocks 12 through 15. If higher authority suspends, remits, or disallows the rate adjustment, type an X in Block 12 and complete Blocks 13 through 15 (do not include specialty designation). |
| 13. From.                                                          | 5      | alphanumeric | Enter the abbreviation of the rate which is being changed. Enter rate, not pay grade (do not include specialty)                                                                                                                                                                                                                                                                                                                                               |

| Field Name         | Length | Valid Values | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------|--------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14. To             | 5      | alphanumeric | Enter the member's new rate abbreviation. Enter rate, not pay grade.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 15. TIR            | 6      | alphanumeric | In seven alphanumeric characters (YRMONDA) enter the time-in rate eligibility date in Block 13.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 16. Forfeiture     | 1      | alphanumeric | If the member is sentenced to forfeit pay, type an X in Block 16 and complete Blocks 17 and 18. If the forfeiture is suspended by convening or NJP authority, do not complete Blocks 16, 17, and 18.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 17. Monthly amount | 7      | alphanumeric | <p>Enter the monthly amount of pay to be forfeited. Type a decimal between dollars and cents (Note: forfeiture imposed under NJP will be expressed in whole dollars only (not dollars and cents).) Exceptions:</p> <p>(a) if the forfeiture sentence awarded by courts-martial is stated in days, enter the daily rate of forfeiture here. Example: 10.32/DA. If a daily rate appears here, the number of days must appear in Block 18;</p> <p>(b) If the member is sentenced to forfeit all pay and allowances, type ALL in this block. If ALL appears in Block 17, GENERAL will appear in Block 4 and Block 18 will be blank;</p> <p>(c) If supervisory or reviewing authority disallows the forfeiture, enter NONE in Block 17;</p> <p>(d) If supervisory or reviewing authority of a courts-martial suspends or remits the forfeiture, type (SUSPEND or REMIT, as applicable, in Block 17;</p> <p>(e) If a partial forfeiture is awarded in combination with a suspended rate reduction, ensure that the amount of the forfeiture does not exceed the maximum allowable for the reduced rate. See DoDFMR, Vol 7A, par. 70603d.</p> <p>(f) Forfeitures awarded at NJP must be expressed in whole dollars. Example: 321.00.</p> |
| 18. No. Months     | 2      | alphanumeric | <p>Type in one or two digits the number of months the forfeiture will be deducted from the member's pay. (Note: Forfeiture imposed under NJP will be expressed in whole months only (1 or 2) exceptions:</p> <p>(a) if forfeiture sentence awarded by a courts-martial is stated in days, enter the number of days in this block. Example: 35 DAS;</p> <p>(b) if forfeiture sentence awarded by a courts-martial is stated in months and a fraction, enter the number of days in this block. Example: 2-1 2. The only allowable fractions are 1 3, 1/2, or 2 3.</p> <p>(c) if the member is sentenced to forfeit all pay and allowances, leave blank;</p> <p>(d) if block 17 contains SUSPEND, type the number</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| Field Name                        | Length | Valid Values | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------|--------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   |        |              | <p>of months of the suspension in Block 18;</p> <p>(e) if a forfeiture awarded by a courts-martial which was previously reported on a NAPPERS 1070/607 was suspended by supervisory or reviewing authority, and this form reports vacation of that suspension, type VACATE in Block 18;</p> <p>(f) forfeitures awarded at NJP must be expressed in months only, not days or fractions of months.</p> <p>NOTE: the terms VACATE, SUSPEND, and REMIT apply only to courts-martial and should not be used in conjunction with NJP.</p> |
| 19. Fine                          | 1      | alphanumeric | If the sentence includes a fine, type an X in Block 19 and complete Block 20. Complete Blocks 21 through 24 as applicable. If the fine is suspended by convening authority, do not complete 19 through 24. Do not use Blocks 19 through 24 for NJP.                                                                                                                                                                                                                                                                                 |
| 20. Amount                        | 7      | alphanumeric | Enter the total amount of the fine. Type a decimal between dollars and cents. If supervisory or reviewing authority disallows the fine, type NONE here. If the fine is suspended or remitted, type SUSPEND or REMIT, as applicable, in Block 20. If the fine is for contempt of court, type C after the amount in this block. Example: 100.00 C.                                                                                                                                                                                    |
| 21. Consent to Check age          | 1      | alphanumeric | Leave blank.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 22. Does not consent to Check age | 1      | alphanumeric | Leave blank.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 23. Mo. Amt. of Check age         | 7      | alphanumeric | <p>(a) consent to Check age. If an X appears in Block 21, enter monthly amount of pay to be deducted for the fine. Type a decimal between dollars and cents.</p> <p>(b) Cash Deposit If an X appears in block 19 and the member requests to pay the fine directly to the disbursing officer, type CASH DEP in Block 23.</p>                                                                                                                                                                                                         |
| 24. No. Mos.                      | 2      | alphanumeric | Type in one or two digits the number of months the fine will be deducted from the member's pay. If Block 20 contains SUSPEND, type the number of months of the suspension. If a fine which was previously reported on a NAVPERS 1070/607 was suspended by supervisory or reviewing authority, and this form reports vacation of that suspension, type VA in Block 24.                                                                                                                                                               |
| 25. Detention.                    | 1      | alphanumeric | Effective 1 August 1984, detention of pay is not an authorized punishment.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 26. Monthly amt.                  | 7      | alphanumeric | Leave blank.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 27. No. Months.                   | 3      | alphanumeric | Leave blank                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 28. Detention refund date.        | 6      | alphanumeric | Leave blank.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



| Field Name                        | Length | Valid Values | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------|--------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 29. Desertion mark removed.       | 1      | alphanumeric | Type an "X" in this block if the member was declared a deserter and any one of the following conditions exists:<br><br>(a) member found guilty of a lesser included offense of absence,<br><br>(b) absentee charges are dismissed,<br><br>(c) member found not guilty of desertion,<br><br>(d) member was erroneously declared a deserter.                                                                                                                                                                                                                       |
| 30. Adjudged.                     | 1      | alphanumeric | Type an X in this block if both of the following conditions exist:<br><br>(a) member found guilty of desertion, and<br>(b) the convening authority approves the finding of guilty.                                                                                                                                                                                                                                                                                                                                                                               |
| 31. Adjudged and disapproved.     | 1      | alphanumeric | Type an X in Block 31 if both of the following conditions exist:<br><br>(a) Block 30 on a previous NAVPERS 1070 607 contained an X, and<br><br>(b) the higher authority does not approve the finding of guilty.<br><br>An X in this block requires an X in Block 29.                                                                                                                                                                                                                                                                                             |
| 32. Pretrial confinement.         | 6      | alphanumeric | In seven alphanumeric characters ( YRMONDA) enter the date confinement began if both of the following conditions exist:<br><br>(a) member was confined before or during the courts-martial; and<br><br>(b) member was found guilty, and the finding of guilty was approved.<br><br>If there were several periods of pretrial confinement, report each period on a separate NAVPERS 1070/607. "MULTIPLE" is no longer a valid entry and must NOT be used. Do NOT report pretrial confinement if member elects administrative discharged in lieu of courts-martial |
| 33. To.                           | 6      | alphanumeric | If a date appears in Block 32, enter in Block 33 the date the member was released.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 34. Days lost time (30 day basis) | 3      | alphanumeric | If blocks 32 and 33 are filled, enter in the block 34 the number of days lost time computed on the basis of a 30-day month. See DodFMR, vol. 7A, par. 10108. If this form modifies or corrects a lost-time entry on a previous NAVPERS 1070 607, enter both the old and new entries here.<br>Examples: 15 to 14, 4 to none. Entries in this block cause changes to PEBD and monthly pay items. See Appendix I.                                                                                                                                                   |

| Field Name                                                | Length | Valid Values | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------|--------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 35. Days lost time<br>(Day for day)                       | 3      | alphanumeric | If Blocks 32 and 33 are filled, enter in Block 34 the number of days lost time computed on the basis of a 30-day month. See DoDFMR, Vol. 7A, par. 10108. If this form modifies or corrects a lost-time entry on a previous NAVPERS 1070/607, enter the old and new entries here. Examples: 15 to 14, 4 to NONE. Entries in this block cause changes to PEBD and monthly pay items. See Appendix I.                                                                                                                  |
| 36. Confinement ordered and completed, from               | 6      | alphanumeric | If the member is sentenced by a courts-martial to confinement, enter the date confinement begins. Example: 93 NOV02. If confinement ordered and pretrial confinement are consecutive, dates in Blocks 33 and 36 must be the same.                                                                                                                                                                                                                                                                                   |
| 37. To.                                                   | 6      | alphanumeric | Enter the date confinement ends. Example: 93 Apr10. Do not report this date until the member is actually released from confinement.                                                                                                                                                                                                                                                                                                                                                                                 |
| 38. Days lost time<br>(30 day basis)                      | 3      | alphanumeric | Complete this block when confinement ends. Enter the number of days of lost time reported in Blocks 36 and 37. Compute the lost time on the basis of a 30-day month. See DoDFMR, Vol. 7A, Par. 10108. If this form modifies or corrects a lost-time entry on a previous NAVPERS 1070/607, enter both the old and the new entries here. Examples: 15 TO 14, 4 TO NONE. Entries in this block cause changes to PEBD and monthly pay items. See Appendix I.                                                            |
| 39. Days lost time<br>(Day for Day)                       | 3      | alphanumeric | Complete this block when confinement ends. Enter the number of days of lost time reported in Blocks 36 and 37. Compute the lost time on a day-for-day basis. See DoDFMR, Vol. 7A, par 10108. If this form modifies or corrects a lost-time entry on a previous NAVPERS 1070/607, enter both the old and the new entries here. Examples: 105 to 101, 3 TO NONE. Entries in this block cause changes to ADSD, EAOS, expiration of enlistment, leave account, and pay items credited on a daily basis. See Appendix I. |
| 40. Change EAOS to                                        | 6      | alphanumeric | Complete this block when confinement ends. In seven alphanumeric characters (YRMONDA) enter members new EAOS date resulting from lost time shown in Blocks 35 and 39. Confinement includes pretrial confinement. See Appendix I.                                                                                                                                                                                                                                                                                    |
| 41. Change exp. Enl to                                    | 6      | alphanumeric | Complete this block when confinement ends. In seven alphanumeric characters (YRMONDA) enter member's new expiration of enlistment date resulting from lost time shown in Blocks 35 and 39. Confinement includes pretrial confinement. Use this block for USNR members only. See Appendix I.                                                                                                                                                                                                                         |
| 42. Synopsis of offense(s), date(s) and sentence adjudged | 1      | alphanumeric | Enter the date of offense(s) and date and type of courts-martial. In abbreviated terms enter the charge and specifications for which member was found guilty. Enter the sequence found by the court. If the sentence of a Summary Court includes confinement, a                                                                                                                                                                                                                                                     |

| Field Name         | Length | Valid Values | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------|--------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    |        |              | <p>statement concerning the representation of the accused by legal counsel should be entered in this block.</p> <p>(b) NJP. Enter the date of offense, date of NJP, the offense and punishment awarded.</p> <p>(c) Narrative. Although the entries in Block 42 may duplicate scannable block entries, they are required here to ensure clarity. Narrative remarks should include, but are not to be limited to, language which clarifies when a previously suspended rate reduction or forfeiture is vacated, clarification of Block 27 when awarded punishment results in a number of days punishment results in a number of day punishment, etc. as outlined in block description for Block 27, and any other pertinent information which may need clarification within BUPERS. To ensure desired clarity on the form being subtitled, narrative remarks may be continued on the reverse of the form. If more space is required, prepare an additional NAVPERS 1070/607 and complete the following blocks only: 1 through 5, 42, and 45 through 51, if applicable.</p> |
| 43. 1070/607DTD    | 6      | alphanumeric | <p>Complete this block to report:</p> <p>(a) courts-martial actions affecting pay,</p> <p>(b) supervisory or higher authority changes of findings or sentence of a courts-martial,</p> <p>(c) an appeal from NJP which results in a change in the punishment awarded.</p> <p>The date entered in this block will be the actual date that the authority in Block 44 approved or modified the action being reported.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 44. Authority Type | 15     | alphanumeric | <p>If reporting an initial NJP (Block 8 marked), leave blank. For all other actions, type one of the following entries:</p> <p>JA Review - Review by judge advocate</p> <p>Supervisory - Supervisory authority</p> <p>Reviewing - Review authority</p> <p>Administrative - Release from confinement, advancement to E-2 on release from confinement, administrative removal of mark of desertion, or vacation of sentences suspended by higher authority, commanding officer's modification of NJP sentence, correction to previous 1070/607.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 45. Resume         | 1      | alphanumeric | <p>If Block 43 is filled, identify the proper authority and enter in Block 45 a resume of the corrective action on the courts-martial. If there are not modifications by higher authority, do not use this form. (Use administrative Remarks, Page 13, in lieu of NAVPERS 1070 607. Prepare in original only and retain in the service record.)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| Field Name           | Length | Valid Values | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------|--------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 46. Signature, grade | 25     | alphanumeric | If the commanding officer or officer-in-charge of a PSD does not sign the for, type the person's name, rank, rank, and BY DIRECTION OF CO or PSD OFFICER_IN_CHARGE, as applicable, below Block 46. Be sure the signature does not touch adjoining scannable blocks.                                                                                                                                                                                                                |
| 47. Unit ID Code     | 5      | alphanumeric | Enter the five-digit UIC of the activity to which member is attached for diary purposes.                                                                                                                                                                                                                                                                                                                                                                                           |
| 48. Rate             | 5      | alphanumeric | Enter the member's rate abbreviation here. If reduction or restoration of rate is being reported, enter the member's new rate (do not include specialty designation).                                                                                                                                                                                                                                                                                                              |
| 49. Name             | 38     | alphanumeric | Enter the member's last name, first name, and middle name. Do not include spaces, hyphens, or apostrophes in last name. Type a comma after the last name. If member has only an initial instead of a first or middle name, enclose the initial in quotation marks. If there is a suffix, such as Jr, Sr, or III, it will follow the middle name. If the member has no middle name, indicate with NMN.<br><br>Examples: JONES, JOHN PAUL<br>OMALLY, KEVIN "T"<br>STJOHN, MELVIN NMN |
| 50. SSN.             | 9      | alphanumeric | Enter the member's Social Security number with hyphens after the third and fifth digits.                                                                                                                                                                                                                                                                                                                                                                                           |
| 51. Branch/Class     | 2      | alphanumeric | Enter the member's branch and class of service. USN or USNR, as appropriate.                                                                                                                                                                                                                                                                                                                                                                                                       |

(4) Error Messages:

| Error Message                              | User Action                                                                                     |
|--------------------------------------------|-------------------------------------------------------------------------------------------------|
| 340A4RATE-ADJ-FR INVALID                   | Enter a valid RATE-ADJ-FR.                                                                      |
| 340A5RATE-ADJ-TO INVALID                   | Enter a valid RATE-ADJ-TO.                                                                      |
| 340A6TO RATE CODE NOT= FROM RATE CODE      | Enter a RATE-ADJ-FR that equals RATE-ADJ-TO.                                                    |
| 340A7MODIFICATION REPORTING REDUCTION/RATE | If TYPE-CT-M-ACTION is '2', enter a RATE-ADJ-FROM-PG that is greater than RATE-ADJ-TO-PG.       |
| 3402ASCIND N= XF, HX, DX, OR XXI           | Change SC-IND to a valid value other than 'XXXXC', 'XXXXA', 'XX2XX', 'NEXXX', 'AXXXX', 'RXXXX'. |
| 3402BTAC RATE ADJ FROM N= EMR PRES RATE    | Change RATE-ADJ-FR so that it is the same as the EMR PRES-RATE.                                 |
| 3402CSCIND = HX, ET DOC > EMR LOSS DT      | Change Date of Occurrence to less than EMR LOSS-CHANGE-DATE-OF-OCCURRENCE.                      |
| 3402DINVALID RATE RESTORATION              | Change Date of Occurrence to equal the EMR EFFECTIVE-DATE-OF-PAYGRADE.                          |
| 3402ERATE REDUC, DT OCC N= EMR EFF DT      | Change Date of Occurrence to equal the EMR EFFECTIVE-DATE-OF-                                   |

| Error Message                                   | User Action                                                                      |
|-------------------------------------------------|----------------------------------------------------------------------------------|
|                                                 | PAYGRADE.                                                                        |
| 3402FRT REDUC; TAC RT-FM N= EMR<br>PRES/PREV    | Change RATE-ADJ-FR to equal EMR PRES-RATE-ABBR.                                  |
| 3402GRATE RESTOR; TAC RATE-FR N= EMR<br>PREV RT | Change RATE-ADJ-FR to equal EMR PRES-RATE-ABBR.                                  |
| 3402HRATE REDUC; DT OCC NOT > EMR EFF<br>DATE   | Change Date of Occurrence to a date greater than EMR EFFECTIVE-DATE-OF-PAYGRADE. |
| 3402IEFFECT DATE OF RATE ><br>ET-DATE-OF-OCCUR  | Change Date of Occurrence to a date greater than EMR EFFECTIVE-DATE-OF-PAYGRADE. |

(5) Information Messages. System messages may be found in Appendix B.

|                                                            |       |                          |
|------------------------------------------------------------|-------|--------------------------|
| PROD. NES REMARKS SCREEN FOR 340 TRANSACTION               |       | 06/26/97<br>15:33:58     |
| SSN:                                                       | NAME: | SUBMIT-DT: DELETE (Y/N): |
| 42. SYNOPSIS OF OFFENSE(S), DATE(S), AND SENTENCE ADJUDGED |       |                          |
| 45. AMPLIFYING REMARKS                                     |       |                          |
| SSN AND NOT PRESENT. PLEASE ENTER                          |       |                          |

Figure 1- . 340 Remarks Screen

12/07/92  
10:27:04

|                     |         |                    |                   |            |        |
|---------------------|---------|--------------------|-------------------|------------|--------|
|                     |         | NAVY ACCESSION TAC |                   | (1FL/ISR)  |        |
| ISR IND:            | SSN:    | NAME:              |                   |            |        |
| ADSD:               | SEX:    | HT WAIVER:         | LANGUAGE MNTL APT |            |        |
| PEBD:               | RACE:   | WT WAIVER:         | SPC OCC GRP:      | CODE:      | SCORES |
| CADD:               | ETHNIC: | TYPE ACQ:          | RATE ABBR:        | SOURCE:    | GCT:   |
| CED:                | RELIG:  | TYPE ENL:          | ADULT DIPLOMA:    | LISTENARI: |        |
| DOB:                | CITIZ:  | TERM ENL:          | MEANS INIT ENT:   | READ:      | MECH:  |
| PG DT:              | ED YRS: | MOD CODE:          | RESIDENT STATE:   | SPEAK:     | CLER:  |
| TIR:                | DEGREE: | NO ENL:            | PAYGRADE:         | WRITE:     | SHOP:  |
| UIC:                | RESCON: | SPITAR:            | EST:              |            |        |
|                     | BRCL:   | DUP SSN:           | RECRUITER SSN:    | MATH KNOW: |        |
| LAST DISCHARGE POB: |         | MAR STAT:          | ECN NO:           | ELEC INFO: |        |
| DATE TYPE BRCL HOR: |         | SCREEN:            |                   | MECH COMP: |        |
|                     | RQC:    | DOD AFEES:         |                   | GEN SCI:   |        |
| OEX:                |         | INIT-ENT-MIL-SER:  |                   | SHOP INFO: |        |
| RADO MTHS:          | AFQT:   | INIT-ENT-RES-FOR:  |                   | AUTO INFO: |        |
| RADO DAYS:          | NFQT:   | DEP ENLIST DATE:   |                   |            |        |
|                     | TESTID: | SC-IND:            |                   |            |        |

PLEASE ENTER SSN/NAME AND DEPRESS ENTER

Figure 4.3.68-1 TAC 1FL/ISR, Navy Accession TAC.

#### 4.3.68 TAC 1FL/ISR, Navy Accession TAC.

- a. Function. The 1FL-SCAT (System Consolidation for Accession and Training) Gain--is to process to the EMR those members who are accessions to the enlisted strength via AFEES. The ISR--Enlisted Service Record Gain--is to process by way of Enlisted Research Section, those members who are on active duty as substantiated by their service records, but are not full strength records on the EMR.

- b. Operational Procedures.

- (1) To access the 1FL/ISR screen by the menu:

From the NES TAC Modules Menu select option '5'; transfers to the Activity and Strength Gain (M07) screen. Then select option '01' (Update for Navy Accessions); transfers to the "Navy Accession TAC" screen.

- (2) To access the 1FL/ISR screen by the Tran code:

Enter '1FL/ISR' in the upper left-hand corner of any screen.

- (3) Screen unique fields:

| Field Name                                                                | Length | Valid Values | Description                                                                                                               |
|---------------------------------------------------------------------------|--------|--------------|---------------------------------------------------------------------------------------------------------------------------|
| Onboard Activity Projected<br>Rotation Date Assigned<br>Transmission Code | 3      | alphanumeric | The date that the member's orders assigning him to his current activity were generated.<br>Valid DDD date.                |
| Onboard Activity Projected<br>Rotation Date Year                          | 1      | alphanumeric | The year that the member's orders assigning him to his current activity were generated.<br>0 - 9, Blank - Not applicable. |

| Field Name                                                  | Length | Valid Values | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------|--------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Training Program Code                                       | 1      | alphanumeric | <p>The training program or educational endeavor leading to a degree and/or commissioned status that the member is in.</p> <p>Blank - Not applicable.</p> <p>A - Student in Naval Academy Preparatory School, to be appointed Midshipman at Naval Academy upon successful completion.</p> <p>D - ADCOP personnel previously selected in earlier fiscal years for participation in the program but subsequently will not attend college due to cancellation of the program.</p> <p>E - Student in Navy Enlisted Scientific Education Program (NESEP), either initially enrolled in Naval Academy Preparatory School or subsequently enrolled in a civilian university.</p> <p>I - Officer Candidate under Integration Program.</p> <p>J - Student in civilian Junior College under ADCOP (this program does not lead to commissioned status).</p> |
| Social Security Number Verification Status                  | 1      | alphanumeric | <p>The status of the verification of the member's Social Security Number with the Social Security Administration (SSA).</p> <p>Blank - Not verified</p> <p>A - SSN verified on name, date of birth, and sex</p> <p>B - SSN not in SSA's numerical identification file</p> <p>C - Name matches, date of birth matches, sex does not match</p> <p>D - Name matches, sex matches, date of birth does not match</p> <p>E - Name matches, date of birth and sex do not match</p> <p>F - Name does not match, date of birth and sex not checked</p> <p>G - Input SSN not verified, SSA located and verified a different SSN</p> <p>H - Input SSN verified on name only (date of birth and/or sex not provided)</p>                                                                                                                                    |
| Social Security Administration Wage Credit Status Indicator | 1      | alphanumeric | <p>Indicates whether or not military wages have been credited to the Social Security Number (SSN) of the member by Social Security Administration (SSA).</p> <p>Blank - Wages have not been credited</p> <p>M - Wages have been credited</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Date of Birth                                               | 6      | alphanumeric | <p>Birthdate of member as recorded on the enlistment contract.</p> <p>Valid YYMMDD date or blank, which indicates the date was reported erroneously and must be corrected.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| U.S. Citizenship Status                                     | 1      | alphanumeric | <p>The member's status with respect to U.S. citizenship.</p> <p>Blank - Not reported</p> <p>A - U.S. National</p> <p>C - U.S. Citizen</p> <p>N - Non U.S. citizen</p> <p>Z - Unknown</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

| Field Name                                          | Length | Valid Values | Description                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------|--------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| U.S. Citizenship Origin                             | 1      | alphanumeric | The legal origin by which the member acquired U.S. citizenship status.<br><br>Blank - Not reported<br>A - Native born<br>B - Derivative - naturalization<br>C - Derivative - birth<br>D - Naturalization<br>Y - Not applicable<br>Z - Unknown                                                                                                            |
| Religious Affiliation                               | 2      | alphanumeric | The religious affiliation or preference of the member.<br>Appendix A. Religious Affiliation Table.                                                                                                                                                                                                                                                       |
| Home of Record                                      | 2      | alphanumeric | The state, United States possession, or country the member has reported as his or her home of record.<br>Appendix A. Country or State Table.                                                                                                                                                                                                             |
| Place of Birth                                      | 2      | alphanumeric | The state or country in which member was born.<br>Appendix A. Country or State Table.                                                                                                                                                                                                                                                                    |
| Race/Population Group                               | 1      | alphanumeric | The division of mankind possessing common traits that are transmissible by descent, sufficient to be characterized as a distinct human type to which the member belongs.<br><br>Blank - Not reported<br>R - Red (American Indian)<br>M - Yellow (Asian/Mongoloid)<br>N - Black (Negroid or African)<br>C - White (Caucasoid)<br>X - Other<br>Z - Unknown |
| Ethnic Group                                        | 1      | alphanumeric | The segment of population possessing common characteristics and a cultural heritage significantly different from that of the general population to which the member belongs.<br>Appendix A. Ethnic Group Table.                                                                                                                                          |
| Active Duty Base Date<br>(Active Duty Service Date) | 6      | alphanumeric | The date from which member's total amount of active military service is computed.<br>Valid YYMMDD dates.                                                                                                                                                                                                                                                 |
| Current Active Duty Date                            | 6      | alphanumeric | The date that the Naval Reservist, Fleet Reservist, or Retired member was called or recalled to active duty.<br>Valid YYMMDD dates.                                                                                                                                                                                                                      |
| Pay Entry Base Date                                 | 6      | alphanumeric | The date from which member's total net federal service creditable for pay purposes may be computed.<br>Valid YYMMDD dates. Blank indicates it has not yet been reported. 000000 indicates it has been reported as undetermined.                                                                                                                          |
| Expiration of Active Obligated Service, Hard        | 6      | alphanumeric | The date that the member is eligible for separation from active duty. It reflects the date of expiration of enlistment or active duty agreement plus extensions which have become operative, plus lost time.<br>Valid YYMMDD dates.                                                                                                                      |



| Field Name                                                   | Length | Valid Values | Description                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------|--------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Expiration of Active Obligated Service, Soft                 | 6      | alphanumeric | The terminal date of the member's total active duty obligation; includes executed agreements to extend enlistment or active duty agreement whether or not they have become operative. Valid YYMMDD dates.                                                                                                                                                            |
| Number of Months of Reserve Active Duty Obligation           | 3      | alphanumeric | The number of months active duty for which the Naval Reserve member has incurred an obligation. 000 - 999, blank is not applicable.                                                                                                                                                                                                                                  |
| Number of Days of Reserve Active Duty Obligation             | 3      | alphanumeric | Number of days active duty for which Naval Reserve member has incurred an obligation. 000 - 999, blank is not applicable.                                                                                                                                                                                                                                            |
| Delayed Enlistment Program Enlistment Date                   | 6      | alphanumeric | The date the member commenced his current enlistment, as recorded in his enlistment or reenlistment contract. Valid YYMMDD dates.                                                                                                                                                                                                                                    |
| Enlistment Type                                              | 2      | alphanumeric | The type of enlistment by which the member was gained to active duty enlisted strength. Appendix A, Enlistment Type Table.                                                                                                                                                                                                                                           |
| Number of Years of Enlistment                                | 1      | alphanumeric | The number of years of the member's current enlistment or reenlistment contract.<br>Blank - Not reported<br>0 - Not applicable (USNFR, USNRFR, USN-RET, USNR-RET)<br>1 - Minority enlistment<br>2 - Two year enlistment<br>3 - Three year enlistment<br>4 - Four year enlistment<br>5 - Five year enlistment<br>6 - Six year enlistment<br>8 - Eight year enlistment |
| Number of Reenlistments                                      | 1      | alphanumeric | The number of reenlistments and/or operative extensions of enlistment which count as a reenlistment (period of 24 months or more).<br>Blank - Not reported<br>0 - Insular Force, Fleet Reserve/Retired on Active Duty<br>1-9 - First through ninth terms<br>A-G - Tenth through sixteenth terms<br>Z - Naval Reserve on Active Duty                                  |
| Number of Enlistments in Current Branch and Class of Service | 1      | alphanumeric | The member's number of enlistments in current branch and class of service.<br>Blank - Not reported<br>0 - Special-Nationals Fleet Reserve, Retired<br>1-9 - First through ninth enlistment current branch and class of service<br>A-F - Tenth through fifteenth enlistment current branch and class of service                                                       |
| Military Obligation Designator                               | 1      | alphanumeric | The particular provision of law under which the member's military obligation, if any, was incurred.<br>Appendix A, Military Obligation Designator Table.                                                                                                                                                                                                             |
| Reserve Enlistment Expiration Date                           | 6      | alphanumeric | The terminal date of Naval Reserve member's enlistment contract. Valid YYMMDD dates.                                                                                                                                                                                                                                                                                 |

| Field Name                                             | Length | Valid Values | Description                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------|--------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of Months of Reserve Contract Extension         | 2      | alphanumeric | The cumulative number of months that the Naval Reserve member has voluntarily agreed to extend his enlistment contract.<br>Blank - Not reported<br>00 - No extension executed<br>01-48 - Cumulative number of months                                                                   |
| Reserve Contract Extension Indicator                   | 1      | alphanumeric | Indicates whether or not the Naval Reserve member agrees to enter upon active duty beyond his expiration of reserve enlistment contract.<br>Blank - Not applicable<br>1 - Member entering active duty beyond his expiration of reserve enlistment                                      |
| DOD Military Entrance Processing Station Identifier    | 3      | alphanumeric | The military entrance processing station which processed the member's enlistment.<br>Appendix C of the NRAM User's Manual, 1 November 1988.                                                                                                                                            |
| Character of Service from Last Discharge               | 1      | alphanumeric | The type of discharge last awarded or recommended for the member.<br>Blank - Not applicable<br>0 - None<br>1 - Honorable<br>2 - General<br>3 - Undesirable<br>4 - Bad Conduct<br>5 - Dishonorable                                                                                      |
| Recruiting Command Type Acquisition                    | 2      | alphanumeric | Type acquisition of enlistee or member.<br>Appendix A, Type Acquisition Table.                                                                                                                                                                                                         |
| Recruiting Command Special Program Enlistment Category | 1      | alphanumeric | The category of enlistment of the member who has enlisted in a special program.<br>C - Upon enlistment as USN Delayed Enlistment Processing (DEP)<br>D - Upon enlistment USNR and upon commencement of duty<br>A - Upon enlistment as USN and upon commencement of active duty as USNR |
| Recruiting Command Special Program Occupational Group  | 4      | alphanumeric | The special program occupational group in which the member has enlisted.<br>Appendix A, Special Program Occupational Group Table.                                                                                                                                                      |
| Height Waiver Indicator                                | 1      | alphanumeric | Indicates whether or not a height waiver was granted to the member upon enlistment or reenlistment.<br>Blank - No waiver granted<br>H - Waiver granted                                                                                                                                 |
| Weight Waiver Indicator                                | 1      | alphanumeric | Indicates whether or not a weight waiver was granted to the member upon enlistment or reenlistment.<br>Blank - No waiver granted<br>W - Waiver granted                                                                                                                                 |

| Field Name                                                                     | Length | Valid Values | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------|--------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Previous Branch of Service and Service Component                               | 2      | alphanumeric | The branch of service and service component from which the member was last discharged.<br>11 - Regular Navy (USN)<br>15 - Native (Insular Force, USN-NAT)<br>18 - Retired (Temporary Disability Retired list, USN-RET)<br>19 - Ready Reserve (Enlisted USN - Tran. USNR-R to complete UMT&S)<br>23 - Navy Inductee (USN-S)<br>25 - Navy Medical Inductee (USN-MI)<br>26 - Active (Naval Reserve Direct Procurement, USNR)<br>31 - Enlisted Volunteer Reserve (USNR-EV)<br>32 - Ready Reserve (other than code 19, USNR-R)<br>41 - Reserve Standby 1 (USNR-S1)<br>51 - Reserve Standby 2 (USNR-S2)<br>71 - U.S. Army (USA)<br>72 - U.S. Army Reserve (USAR)<br>73 - National Guard (NATL-GUARD)<br>75 - U.S. Air Force (USAF)<br>76 - U.S. Air Force Reserve (USAFR)<br>77 - Air National Guard (Air-NATL-GD)<br>81 - U.S. Coast Guard (USCG)<br>82 - U.S. Coast Guard Reserve (USCGR)<br>85 - U.S. Marine Corps (USMC)<br>86 - U.S. Marine Corps Reserve (USMCR)<br>99 - No prior military service<br>00 - All Others |
| Last Discharge Date                                                            | 6      | alphanumeric | The date the member was last discharged from any uniformed service branch in which he most recently previously served.<br>Valid YYMMDD dates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Reenlistment Recommendation                                                    | 2      | alphanumeric | The recommendation of last duty station regarding reenlistment of the member.<br>NAVMILPERSCOMINST 1900.1B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Separation Program Designator or Reenlistment Recommendation Default Indicator | 1      | alphanumeric | Indicates whether the reported separation program designator is compatible with the reported reenlistment recommendation. If it is not, a default reenlistment recommendation has been applied to the member's record.<br>Blank - No incompatibilities found<br>D - Incompatibilities found, default has been applied                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Number of Years of Education                                                   | 2      | alphanumeric | Number of years education, for which credit was received, completed by the member.<br>01-08 - Grammar School grades<br>09-12 - High School grades<br>13-20 - College (1-8 years)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Adult Diploma Graduate Indicator                                               | 1      | alphanumeric | Indicates whether or not the member has completed an adult high school program accredited by the state or a regional accrediting agency.<br>Blank - Member has not completed such a program<br>A - Member has completed an adult high school program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Educational Certification                                                      | 1      | alphanumeric | The type of educational degree or diploma held by member.<br>Appendix A, Educational Certification Table                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| Field Name                                                                                   | Length | Valid Values | Description                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------|--------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Trainee Indicator                                                                            | 1      | alphanumeric | Indicates whether or not the member is trained or untrained upon initial entry on active duty.<br>Blank - Member is trained<br>1 - Member is untrained                                                                                                                                              |
| Nuclear Field Qualification Test Score                                                       | 2      | alphanumeric | The member's test score on the Nuclear Field Qualification Test, which indicates prior knowledge of mathematics and physics and is used to screen nuclear field prospects to identify those with potential academic problems.<br>Blank - Test score not applicable<br>00-80 - Valid range of scores |
| Armed Forces Qualification Test Score                                                        | 2      | alphanumeric | The percentile score computed from the member's scores on selected segments of the Armed Services Vocational Aptitude Battery (ASVAB) tests. 00 - 99                                                                                                                                                |
| Enlistment Evaluation Test Identification                                                    | 3      | alphanumeric | The particular test series within Basic Test Battery (BTB) or Armed Service Vocational Aptitude Battery (ASVAB) that the member had taken.<br>Appendix A, Enlistment Evaluation Test Identification Table                                                                                           |
| Enlisted Evaluation Test Score Source                                                        | 1      | alphanumeric | The source of the latest NES transaction reporting the member's Basic Test Battery (BTB) or Armed Services Vocational Aptitude Battery (ASVAB) test scores.<br>Blank - Not reported<br>1 - PERS-102<br>5 - PERS-47<br>6 - COMPASS<br>M - NETPMSA                                                    |
| Enlisted Evaluation Test Score Update Date                                                   | 6      | alphanumeric | The date the member's Basic Test Battery (BTB) or Armed Services Vocational Battery test score was last updated in the EMF.<br>Valid YYMMDD dates.                                                                                                                                                  |
| Basic Test Battery (BTB) General Classification Test Score                                   | 2      | alphanumeric | The member's test score on the Basic Test Battery (BTB) General Classification Test.                                                                                                                                                                                                                |
| Basic Test Battery (BTB) Arithmetic Test Score                                               | 2      | alphanumeric | The member's test score on the Basic Test Battery (BTB) Arithmetic Test.                                                                                                                                                                                                                            |
| Basic Test Battery (BTB) Mechanical Test Score                                               | 2      | alphanumeric | The member's test score on the Basic Test Battery (BTB) Mechanical Test.                                                                                                                                                                                                                            |
| Basic Test Battery (BTB) Clerical Aptitude Test Score                                        | 2      | alphanumeric | The member's test score on the Basic Test Battery (BTB) Clerical Aptitude Test.                                                                                                                                                                                                                     |
| Basic Test Battery (BTB) Shop Practices Test Score                                           | 2      | alphanumeric | The member's test score on the Basic Test Battery (BTB) Shop Practices Test.                                                                                                                                                                                                                        |
| Armed Services Vocational Aptitude Battery (ASVAB) Series 5-7 General Information Test Score | 2      | alphanumeric | Test score from ASVAB Series 5-7 General Information Test.<br>20-66                                                                                                                                                                                                                                 |

| Field Name                                                                                        | Length | Valid Values | Description                                                                                                                     |
|---------------------------------------------------------------------------------------------------|--------|--------------|---------------------------------------------------------------------------------------------------------------------------------|
| Armed Services Vocational Aptitude Battery (ASVAB) Series 5-7 Numerical Operations Test Score     | 2      | alphanumeric | Test score from the ASVAB Series 5-7 Numerical Operations Test.<br>20-69                                                        |
| Armed Services Vocational Aptitude Battery (ASVAB) Series 5-7 Attention to Detail Test Score      | 2      | alphanumeric | Test score from the ASVAB Series 5-7 Attention to Detail Test.<br>20-80                                                         |
| Armed Services Vocational Aptitude Battery (ASVAB) Series 5-7 Word Knowledge Test Score           | 2      | alphanumeric | Test score from the ASVAB Series 5-7 Word Knowledge Test.<br>23-64                                                              |
| Armed Services Vocational Aptitude Battery (ASVAB) Series 5-7 Arithmetic Reasoning Test Score     | 2      | alphanumeric | Test score from the ASVAB Series 5-7 Arithmetic Reasoning Test.<br>23-65                                                        |
| Armed Services Vocational Aptitude Battery (ASVAB) Series 5-7 Space Perception Test Score         | 2      | alphanumeric | Test score from the ASVAB Series 5-7 Space Perception Test.<br>20-66                                                            |
| Armed Services Vocational Aptitude Battery (ASVAB) Series 5-7 Mathematical Knowledge Test Score   | 2      | alphanumeric | Test score from the ASVAB Series 5-7 Mathematical Knowledge Test.<br>26-67                                                      |
| Armed Services Vocational Aptitude Battery (ASVAB) Series 5-7 Electronics Information Test Score  | 2      | alphanumeric | Test score from the ASVAB Series 5-7 Electronics Information Test.<br>20-68                                                     |
| Armed Services Vocational Aptitude Battery (ASVAB) Series 5-7 Mechanical Comprehension Test Score | 2      | alphanumeric | Test score from the ASVAB Series 5-7 Mechanical Comprehension Test.<br>25-71                                                    |
| Armed Services Vocational Aptitude Battery (ASVAB) Series 5-7 General Science Test Score          | 2      | alphanumeric | Test score from the ASVAB Series 5-7 General Science Test.<br>24-70                                                             |
| Armed Services Vocational Aptitude Battery (ASVAB) Series 5-7 Shop Information Test Score         | 2      | alphanumeric | Test score from the ASVAB Series 5-7 Shop Information Test.<br>20-65                                                            |
| Armed Services Vocational Aptitude Battery (ASVAB) Series 5-7 Automotive Information Test Score   | 2      | alphanumeric | Test score from the ASVAB Series 5-7 Automotive Information Test.<br>26-67<br>26-52 even numbers only<br>55-67 odd numbers only |
| Classification Inventory Mechanical Test Score                                                    | 2      | alphanumeric | Test score from the Classification Inventory Mechanical Test.                                                                   |
| Classification Inventory Administrative Test Score                                                | 2      | alphanumeric | Test score from the Classification Inventory Administrative Test.                                                               |
| Classification Inventory Electronics Test Score                                                   | 2      | alphanumeric | Test score from the Classification Inventory Electronics Test.                                                                  |

| Field Name                                                                                                   | Length | Valid Values | Description                                                                                 |
|--------------------------------------------------------------------------------------------------------------|--------|--------------|---------------------------------------------------------------------------------------------|
| Classification Inventory<br>Combat Arms Test Score                                                           | 2      | alphanumeric | Test score from the Classification Inventory<br>Combat Arms Test.                           |
| Armed Services Vocational<br>Aptitude Battery (ASVAB)<br>Series 8-14 General Science<br>Test Score           | 2      | alphanumeric | Test score from the ASVAB Series 8-14 General<br>Science Test.<br>20-68, even numbers only. |
| Armed Services Vocational<br>Aptitude Battery (ASVAB)<br>Series 8-14 Arithmetic<br>Reasoning Test Score      | 2      | alphanumeric | Test score from the ASVAB Series 8-14<br>Arithmetic Reasoning Test.<br>22-66                |
| Armed Services Vocational<br>Aptitude Battery (ASVAB)<br>Series 8-14 Word Knowledge<br>Test Score            | 2      | alphanumeric | Test score from the ASVAB Series 8-14 Word<br>Knowledge Test.<br>20-61                      |
| Armed Services Vocational<br>Aptitude Battery (ASVAB)<br>Series 8-14 Paragraph<br>Comprehension Test Score   | 2      | alphanumeric | Test score from the ASVAB Series 8-14<br>Paragraph Comprehension Test.<br>20-62             |
| Armed Services Vocational<br>Aptitude Battery (ASVAB)<br>Series 8-14 Numerical<br>Operations Test Score      | 2      | alphanumeric | Test score from the ASVAB Series 8-14<br>Numerical Operations Test.<br>20-62                |
| Armed Services Vocational<br>Aptitude Battery (ASVAB)<br>Series 8-14 Coding Speed Test<br>Score              | 2      | alphanumeric | Test score from the ASVAB Series 8-14 Coding<br>Speed Test.<br>22-72                        |
| Armed Services Vocational<br>Aptitude Battery (ASVAB)<br>Series 8-14 Auto and Shop<br>Information Test Score | 2      | alphanumeric | Test score from the ASVAB Series 8-14 Auto and<br>Shop Information Test.<br>24-69           |
| Armed Services Vocational<br>Aptitude Battery (ASVAB)<br>Series 8-14 Mathematics<br>Knowledge Test Score     | 2      | alphanumeric | Test score from the ASVAB Series 8-14<br>Mathematics Knowledge Test.<br>29-68               |
| Armed Services Vocational<br>Aptitude Battery (ASVAB)<br>Series 8-14 Mechanical<br>Comprehension Test Score  | 2      | alphanumeric | Test score from the ASVAB Series 8-14<br>Mechanical Comprehension Test.<br>24-70            |
| Armed Services Vocational<br>Aptitude Battery (ASVAB)<br>Series 8-14 Electronic<br>Information Test Score    | 2      | alphanumeric | Test score from the ASVAB Series 8-14<br>Electronic Information Test.<br>23-70              |
| Armed Services Vocational<br>Aptitude Battery (ASVAB)<br>Series 8-14 Verbal Test Score                       | 2      | alphanumeric | Test score from the ASVAB Series 8-14 Verbal<br>Test.<br>20-62                              |

| Field Name                                 | Length | Valid Values | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------|--------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SCAT Screen Category                       | 1      | alphanumeric | Success Chances for Recruits Entering the Navy (SCREEN), is a table of indicators developed to aid in estimating the chances that an individual applicant (USN males and USNR non-prior service) will complete his first year of active military service. A - Over 12 years education, no dependents (majority)<br>B - Twelve years education, no dependents (majority)<br>C - Over 12 years education, dependents (majority)<br>D - Twelve years education, dependents (majority)<br>E - Less than 12 years education, no dependents (majority)<br>F - Less than 12 years education, dependents (majority)<br>G - Over 12 years education, no dependents (minority)<br>H - Twelve years education, no dependents (minority)<br>J - Over 12 years education, dependents (minority) K - Twelve years education, dependents (minority)<br>L - Less than 12 years education, no dependents (minority)<br>M - Less than 12 years education, dependents (minority) |
| SCAT Screen Score                          | 2      | alphanumeric | The percent chance of the member to complete the first year active duty as determined by the Success Chances for Recruits Entering the Navy (SCREEN) table.<br>00-99                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Language Overflow Indicator                | 1      | alphanumeric | Indicates whether or not the member is proficient in more than two foreign languages.<br>Y - Qualifications in more than two foreign languages have been reported<br>Blank - Qualifications in more than two foreign languages have not been reported                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| First Language Identification              | 2      | alphanumeric | The first foreign language in which the member is proficient.<br>See Manual for Standard Data Elements, DOD 5000.12-M                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| First Language Evaluation Method           | 1      | alphanumeric | The evaluation method used to determine the member's proficiency in his first language.<br>Blank - Not applicable<br>0 - None<br>1 - DOD Standardized Test<br>2 - Self-Appraisal<br>3 - Interview                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| First Language Listening Proficiency Level | 2      | alphanumeric | The demonstrated degree of listening skill in the first language in which the member is proficient.<br>Appendix A, Language Listening Proficiency Level Table.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| First Language Reading Proficiency Level   | 2      | alphanumeric | The demonstrated degree of reading skill in the first language in which the member is proficient.<br>Appendix A, Language Reading Proficiency Level Table                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Field Name                                     | Length | Valid Values | Description                                                                                                                                                                                                                                               |
|------------------------------------------------|--------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Language Speaking Proficiency Level      | 2      | alphanumeric | The demonstrated degree of speaking skill in the first language in which the member is proficient. Appendix A, Language Speaking Proficiency Level Table.                                                                                                 |
| First Language Writing Proficiency Level       | 2      | alphanumeric | The demonstrated degree of writing skill in the first language in which the member is proficient. Appendix A, Language Writing Proficiency Level Table.                                                                                                   |
| First Language Proficiency Qualification Date  | 4      | alphanumeric | The date that the member's proficiency in his first language was last reported.<br>Valid YYMM dates.                                                                                                                                                      |
| First Language Proficiency Source              | 1      | alphanumeric | The main origin of the member's skill in his first language.<br>Blank - None<br>A - Civilian school course<br>B - Defense Language Institute<br>C - Foreign residence<br>D - Home environment<br>E - Military school other than defense<br>F - Self study |
| Second Language Identification                 | 2      | alphanumeric | The second foreign language in which the member is proficient.<br>See Manual for Standard Data Elements, DOD 5000.12-M.                                                                                                                                   |
| Second Language Evaluation Method              | 1      | alphanumeric | The evaluation method used to determine the member's proficiency in his second language.<br>0 - None<br>1 - DOD Standardized Test<br>2 - Self-appraisal<br>3 - Interview                                                                                  |
| Second Language Listening Proficiency Level    | 2      | alphanumeric | The demonstrated degree of listening skill in the second language in which the member is proficient.<br>Appendix A, Language Listening Proficiency Level Table.                                                                                           |
| Second Language Reading Proficiency Level      | 2      | alphanumeric | The demonstrated degree of reading skill in the second language in which the member is proficient.<br>Appendix A, Language Reading Proficiency Level Table.                                                                                               |
| Second Language Speaking Proficiency Level     | 2      | alphanumeric | The demonstrated degree of speaking skill in the second language in which the member is proficient.<br>Appendix A, Language Speaking Proficiency Level Table.                                                                                             |
| Second Language Writing Proficiency Level      | 2      | alphanumeric | The demonstrated degree of writing skill in the second language in which the member is proficient.<br>Appendix A, Language Writing Proficiency Level Table.                                                                                               |
| Second Language Proficiency Qualification Date | 4      | alphanumeric | The date that the member's proficiency in his second language was last reported.<br>Valid YYMM dates.                                                                                                                                                     |



| Field Name                                                     | Length | Valid Values | Description                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------|--------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Second Language Proficiency Source                             | 1      | alphanumeric | The main origin of the member's skill in his second language.<br>Blank - None<br>A - Civilian school course<br>B - Defense Language Institute<br>C - Foreign residence<br>D - Home environment<br>E - Military school other than defense<br>F - Self study                                                                                                                                                                                                |
| Present Rate Time in Rate Date                                 | 6      | alphanumeric | The date from which the member's total service on his current paygrade is considered to have commenced for the purpose of computing his advancement qualifications for the next higher paygrade.<br>Valid YYMMDD dates.                                                                                                                                                                                                                                   |
| Primary Dependent Status                                       | 1      | alphanumeric | The number and type of primary dependents that the member has.<br>Appendix A, Dependency Code Table (NFC).                                                                                                                                                                                                                                                                                                                                                |
| Secondary Dependent Status                                     | 1      | alphanumeric | The number and type of secondary dependents that the member has.<br>Appendix A, Dependency Code Table (NFC).                                                                                                                                                                                                                                                                                                                                              |
| Sea Duty Commencement Date                                     | 4      | alphanumeric | The date (actual or constructed) that the member commenced his present continuous tour of sea duty for rotational purposes.<br>Blank - Member has not had a sea duty station since reporting on active duty, or is currently serving on shore<br>0000 - Shore duty commencement date should be recorded (not reported or reported erroneously) member has served a neutral duty tour and SDCCD has not been adjusted<br>YYMM - Sea duty commencement date |
| Shore Duty Commencement Date                                   | 4      | alphanumeric | The date member commenced his present continuous tour of shore duty for rotational purposes.<br>Valid YYMM dates.                                                                                                                                                                                                                                                                                                                                         |
| Active Duty Base Date                                          | 4      | alphanumeric | The date, as submitted on the availability report, from which the member's total active duty service is computed.<br>Valid YYMM dates.                                                                                                                                                                                                                                                                                                                    |
| Ultimate Prospective Gain (UPG) Activity Distribution Category | 1      | alphanumeric | The distribution category of the activity to which the member is to report for permanent duty upon assignment or reassignment.<br>Blank - Not reported<br>1 - Continental United States (CONUS) shore<br>2 - CONUS sea<br>3 - Outside the continental United States (OUTUS) shore<br>4 - OUTUS sea                                                                                                                                                        |
| Ultimate Prospective Gain (UPG) Activity Rotation Category     | 1      | alphanumeric | The rotation category of the activity to which the member is to report for permanent duty upon assignment or reassignment.<br>Blank - Not reported<br>1 - Shore<br>2 - Sea surface or air<br>3 - Sea submarine                                                                                                                                                                                                                                            |

| Field Name                                              | Length | Valid Values | Description                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------|--------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Prospective Temporary Duty Rotation Category      | 1      | alphanumeric | The rotation category of the first activity to which the member is to report for temporary duty upon assignment or reassignment.<br>Blank - Not reported<br>1 - Continental United States shore (CONUS)<br>2 - Continental United States sea (CONUS)<br>3 - Outside the continental United States shore (OUTUS)<br>4 - Outside the continental United States sea (OUTUS)  |
| First Prospective Temporary Duty Distribution Category  | 1      | alphanumeric | The distribution duty category of the first activity to which the member is to report for temporary duty upon assignment or reassignment.<br>Blank - Not reported<br>1 - Shore<br>2 - Sea surface or air<br>3 - Sea submarine                                                                                                                                             |
| Second Prospective Temporary Duty Rotation Category     | 1      | alphanumeric | The rotation category of the second activity to which the member is to report for temporary duty upon assignment or reassignment.<br>Blank - Not reported<br>1 - Continental United States shore (CONUS)<br>2 - Continental United States sea (CONUS)<br>3 - Outside the continental United States shore (OUTUS)<br>4 - Outside the continental United States sea (OUTUS) |
| Second Prospective Temporary Duty Distribution Category | 1      | alphanumeric | The distribution duty category of the second activity to which the member is to report for temporary duty upon assignment or reassignment.<br>Blank - Not reported<br>1 - Shore<br>2 - Sea Surface or air<br>3 - Sea Submarine                                                                                                                                            |
| Third Prospective Temporary Duty Rotation Category      | 1      | alphanumeric | The rotation category of the third activity to which the member is to report for temporary duty upon assignment or reassignment.<br>Blank - Not reported<br>1 - Continental United States shore (CONUS)<br>2 - Continental United States sea (CONUS)<br>3 - Outside the continental United States shore (OUTUS)<br>4 - Outside the continental United States sea (OUTUS)  |
| Third Prospective Temporary Duty Distribution Category  | 1      | alphanumeric | The distribution duty category of the third activity to which the member is to report for temporary duty upon assignment or reassignment.<br>Blank - Not reported<br>1 - Shore<br>2 - Sea, surface, or air<br>3 - Sea submarine                                                                                                                                           |
| Onboard Activity Rotation Category                      | 1      | alphanumeric | The rotation category of the activity to which the member is currently assigned.<br>Blank - Not reported<br>1 - Continental United States (CONUS) shore<br>2 - Continental United States (CONUS) sea<br>3 - Outside the continental United States (OUTUS) shore<br>4 - Outside the continental United States (OUTUS) sea                                                  |

| Field Name                                                   | Length | Valid Values | Description                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------|--------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Onboard Activity Distribution Category                       | 1      | alphanumeric | The distribution category of the activity to which the member is currently assigned.<br>Blank - Not reported<br>1 - Shore<br>2 - Sea surface or air<br>3 - Sea submarine                                                                                                                                                                                              |
| Onboard Activity Manpower Allocation Requirements Plan Group | 4      | alphanumeric | The functional grouping according to the Navy assigned mission of the activity to which the member is currently assigned.<br>NMDAS, MRCD File.                                                                                                                                                                                                                        |
| First Past Activity Rotation Category                        | 1      | alphanumeric | The rotation category of the first past activity to which the member previously was assigned for permanent or temporary duty.<br>Blank - Not reported<br>1 - Continental United States (CONUS) shore<br>2 - Continental United States (CONUS) sea<br>3 - Outside the continental United States (OUTUS) shore<br>4 - Outside the continental United States (OUTUS) sea |
| First Past Activity Distribution Category                    | 1      | alphanumeric | The distribution category of the first past activity to which the member previously was assigned for permanent or temporary duty.<br>Blank Not reported<br>1 - Shore<br>2 - Sea, surface, or air<br>3 - Sea submarine                                                                                                                                                 |
| Second Past Activity Rotation Category                       | 1      | alphanumeric | The rotation category of the second past activity to which the member was previously assigned for permanent or temporary duty.<br>Appendix A. Rotation Category Codes                                                                                                                                                                                                 |
| Second Past Activity Distribution Category                   | 1      | alphanumeric | The distribution category of the second past activity to which the member was previously assigned for permanent or temporary duty.<br>Blank - Not reported<br>1 - Shore<br>2 - Sea surface or air<br>3 - Sea submarine                                                                                                                                                |

(4) Error Messages:

| Error Message                                 | User Action                                                               |
|-----------------------------------------------|---------------------------------------------------------------------------|
| IFLASSRC = M: DUP SSN ON FILE                 | SSN must be unique; duplicate SSNs are not permitted.                     |
| IFLA6TYP ENL 8X, 91 OR 93 OR 94 INVALID FOR 1 | Invalid Type Enlistment for the TAC; re-enter or consult your supervisor. |
| IFLASSRC = M: DUP SSN ON FILE                 | SSN must be unique; duplicate SSNs are not permitted.                     |
| IFLA6TYP ENL 8X, 91 OR 93 OR 94 INVALID FOR 1 | Invalid Type Enlistment for TAC; re-enter or consult your supervisor      |
| IFLA9TERM OF ENL NOT = 0, 2 THRU 6 OR 8       | Re-enter valid Term of Enlistment                                         |
| IFLB1INVALID SPC-OCC-GRP = AS                 | Enter a valid SPC Occupation Group: 1, 2, 3, 4, 5, 6, 7, 9, or G.         |
| IFLB9INVALID TYPE-ACQ = 60                    | Enter a valid Rate Code of '3600', '5000', or '7800'.                     |

| Error Message                                  | User Action                                                                                                             |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1FLF1INVALID SCREEN ADSD                       | Enter a valid ADSD Date.                                                                                                |
| 1FLF2INVALID SCREEN PEBD                       | Enter a valid PEBD Date.                                                                                                |
| 1FLF3INVALID SCREEN CADD                       | Enter a valid CADD Date.                                                                                                |
| 1FLF4INVALID SCREEN CED                        | Enter a valid CED Date.                                                                                                 |
| 1FLF5INVALID SCREEN DOB                        | Enter a valid DOB Date.                                                                                                 |
| 1FL2AINVALID SCIND                             | Re-enter a valid SCIND.                                                                                                 |
| 1FL2B1FL RECVD, EMR LOSS DATE > TRANS<br>CED   | TAC CED must be greater than the EMR Loss Change Date of Occurrence.                                                    |
| 1FL2CSCIND = XF, TAC CED NOT = EMR<br>CED      | Re-enter a valid SCIND and TAC CED or consult your supervisor.                                                          |
| 1FL2D1FL RECVD, EMR LOSS DATE > TRANS<br>CADD  | TAC CADD must be greater than EMR Loss Change Date of Occurrence.                                                       |
| 1FL2ETAC TYPE AQN = 10, EMR N= 10              | Re-enter a valid SCIND and Type AQN or consult your supervisor.                                                         |
| 1FL2F**SCIND = XF, TAC CED = EMR CED           | Re-enter a valid SCIND and TAC CED or consult your supervisor.                                                          |
| 1FL2GTAC TYP AQN = 50; EMR N= 50               | TAC Type AQN and EMR Type AQN must be 50.                                                                               |
| 1FL2H**SCAT INPUT; RAM DATA ALREADY<br>ON FILE | Re-enter a valid SCIND; consult your supervisor.                                                                        |
| 1FL4CINVALID TAC CADD                          | TAC CADD must be greater than or equal to Current Date, when BR/CL is<br>greater than 31.                               |
| 1FL4HINVALID TAC MOD-CODE                      | MOD-CODE must be 0, 4, 7, 8, or 9.                                                                                      |
| 1FL4KINVALID RADO-MOS                          | Enter a valid Type Enlistment; RADO Months must be numeric.                                                             |
| 1FL4LINVALID RADO-DAYS                         | Enter a valid Type Enlistment; RADO Days must be numeric.                                                               |
| 1FL4MINVALID EREN CONSTRUCTION                 | EREN must be greater than or to equal the Current Date.                                                                 |
| 1FL4OINVALID RQC.TYPE-ENL RELATION             | Type Enlistment must be valid and RQC not blank.                                                                        |
| 1FL4PINVALID TAC DOB                           | Enter a valid Date of Birth; Current Date must be greater than the Date of<br>Birth.                                    |
| 1FL4QINVALID EAOS CONSTRUCTION                 | CADD, RADO Days, and RADO Months must be numeric and not zero.                                                          |
| 1FL4RINVALID POB.CITIZENSHIP RELATION          | Enter a valid place of birth and Citizenship Code.                                                                      |
| 1FL4SINVALID TAC SPC-OCC-GRP                   | Enter a valid TAC SPC-OCC-GRP; consult your supervisor.                                                                 |
| 1FL5BINVALID CED,TODAY RELATION                | Re-enter a valid Date of Occurrence, Current Date, and valid CED; Current<br>Date must be greater than or equal to CED. |
| 1FL5CINVALID CADD.CED RELATION                 | CADD must be greater than CED; re-enter valid date(s).                                                                  |
| 1FL5DINVALID TYPE-AQN, BR-CL RELATION          | Invalid Type AQN or BR/CL; items do not correspond with each other.                                                     |
| 1FL5EINVALID TERM-ENL RELATION                 | Invalid Type Enlistment, Sex Code, or Type ACQ; two of these items do not<br>correspond with each other.                |
| 1FL5FINVALID TYPE-ENL RELATION                 | Invalid Type Enlistment, Sex Code, or Type ACQ; two of these items do not<br>correspond with each other.                |
| 1FL5GINVALID NO-ENL RELATION                   | Re-enter valid Type Enlistment or NO-ENL.                                                                               |
| 1FL5HINVALID ADSD, PEBD, TODAY<br>RELATION     | Re-enter valid dates; ADSD must be greater than or equal to PEBD; Current<br>Date must be greater than ADSD.            |

| Error Message                           | User Action                                                                                                                       |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 1FL5JINVALID PEBD, ADSD, TODAY RELATION | Re-enter valid dates; Current Date must be greater than or equal to PEBD; ADSD must be greater than or equal to PEBD.             |
| 1FL5KINVALID RADO-MOS RELATION          | The computed Term of Enlistment is less than the number of RADO Months; Computed Term equals Term of Enlistment multiplied by 12. |
| 1FL5QINVALID EAOS RELATION              | EAOS must greater than or equal to the Current Date; or the EREN must be greater than or equal to the EAOS.                       |
| 1FL6AONLINE ATTEMPT TO MAKE XEXXX       | Invalid Procedural Transaction; consult your supervisor.                                                                          |
| 1FL7BXEXXX IS INVALID FOR ONLINE        | Re-enter a valid Mental Aptitude Score.                                                                                           |
| 1FL9ZINVALID MENTAL APT SCORE           | Re-enter a valid SCIND Code.                                                                                                      |

(5) Information Messages. System messages may be found in Appendix B.